



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Ambulatory Clinic Policy and Procedure**

Title:	Medical Record Forms	Policy Number:	5.05
		Version Number:	4
Regulation Reference:	Joint Commission IM 3.10	Effective Date:	11/2008
		Original Approval:	2/1995

POLICY STATEMENT:

It is the policy of the TTUHSC School of Medicine to maintain standardized formats for documentation of patient care, treatment and services in the medical record regardless of the location where records are maintained.

SCOPE:

This policy applies and will be distributed to all TTUHSC School of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:

1. All new forms (paper and electronic) appearing in the Medical Records be approved by the TTUHSC School of Medicine Medical Records/Electronic Medical Records Committee. Department that maintain separate medical records should ensure formatting is consistent with the guidelines indicated.
2. All paper forms should have, at a minimum, the following heading on (front and back) of the form:

TTUHSC School of Medicine Department of _____ (Campus Location) NAME OF FORM Page 1 of 2	Patient Name: Medical Record Number: DOB: <i>or visit label</i>
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- a. Date revised (left footer)
 - b. Form name (right footer)
 - c. One inch (1") margin on the left-hand side
 - d. Arial, 11 to 12 point is recommended
 - e. Additional information, such as date of service, provider, signature line, etc. should be appropriate.
 - f. A prompt for mandatory documentation by the teaching physician should be included, as appropriate.
 - g. The weight of the paper will be no heavier than 20 lbs.
3. In addition to the form, a written request from the departments for review and approval should be sent to the Director of Medical Records outlining why the request is being made, where in the medical record the form should be placed, who in the department will be completing the form and any other pertinent information. Electronic transmission via email of the request and the new form is preferred. Recommendations to the department may be made after the form is review by Medical Records and Performance Improvement and/or Compliance. After revisions are made, the form should be approved by

the Medical Records/ Electronic Medical Records Committee. The Director of Medical Records will then notify the department of form approval.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

Signatory approval on file by:	Steven L. Berk, MD Dean, School of Medicine
	Jose Manuel de la Rosa, M.D. Dean, School of Medicine, El Paso