



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

Title:	Adoption Records	Policy Number:	5.12
		Version Number:	6
Regulation Reference:	Joint Commission	Effective Date:	2/2010
		Original Approval:	6/1995

POLICY STATEMENT:

It is the policy of the TTUHSC School of Medicine to provide a mechanism for the confidential handling of the birth records in adoptions and to ensure the availability of those records from subsequent records.

SCOPE:

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

PROCEDURE:

The Medical Record Custodian shall be responsible for the separate handling of the birth records from subsequent records.

1. **Notification of Adoptions:** The Medical Record Custodian will handle all adoptions made known to the Department and will be responsible for notifying other Departments as needed. This will ensure that separate Departmental medical records are redacted, as necessary.
2. **Correction of the IDX Computer System**
 - a. No Adoption Information Available – If the Medical Record Custodian is informed that a patient has been adopted, but no new information is available (i.e.; adoptive name), only the birth medical record number registration will be edited.
 - 1) The following will be edited on the Birth Number (Lubbock Business Office address used as an example):
 - a) Name: Biological mother’s last name, baby gender
 - b) A.K.A.: Confidential (DO NOT DISCLOSE)
 - c) Address (1): P.O. Box 5985
 - d) City, State: Lubbock, TX Zip: 79408
 - e) Patient/Relative/Guardian: Other
 - f) **ALL OTHER INFORMATION WILL BE DELETED.**
 - 2) Each Campus shall use *their Business Office address* as the address for the patient.
 - 3) Only the birth visit will be listed under the Birth Medical Record Number. The Birth Medical Record Number will be deactivated immediately. A new medical record will be issued when the patient returns for a subsequent visit.

- b. Adoptive Information Available – If the adoptive information is available, Medical Record Personnel will issue the patient a new Medical Record Number with the following information:
 - 1) Name: Last, First, Middle (adoptive)
 - 2) A.K.A.: Confidential (DO NOT ADD A.K.A.)
- 3. Medical Record Redaction After Adoption:** A complete copy of the original birth record will be made. After the copy is made, the original birth record will be placed in the locked legal file. An adoptive record will need to be produced using the following format.
 - a. All patient and family identifying information will be omitted in the copy of the original birth record.
 - b. The redacted copies will be placed in the adoptive medical record and will be filed in the main files.
 - c. If a new number was not issued, the redacted copy will be filed in the locked legal file.
- 4. Electronic Medical Record:** Employees should direct any inquiries to their respective Electronic Medical Record (EMR) Department.

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
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