POLICY | PURPOSE STATEMENT: It is the policy of the TTUHSC SON LCCHWC FQHC clinics to maintain accurate and timely documentation of all patient care.

SCOPE: This policy applies to all providers of the TTUHSC SON Larry Combest Community Health & Wellness Center (LCCHWC) clinics.

DEFINITIONS:

Electronic Health Record: Is a digital version of a patient’s paper chart.

Medical Records Department: This department is responsible for the safety and security of the patient chart. This department oversees all releases of patient medical records.

Provider: Is a licensed individual who is responsible for patient care that includes primary care, prenatal care, behavioral health care, and diabetes education.

Teaching Provider: Is a licensed provider who supervises students in their practice.

PROCEDURE:
1. The patient’s clinic medical record shall be completed and signed electronically in the Electronic Health Record (EHR) by those Providers involved in the patient’s care within 14 calendar days of each encounter.
   a. Electronic Signatures: An electronic signature is used in the Electronic Health Record or in diagnostic reports. The Provider who uses the electronic signature represents he/she is the only one who has access to their electronic signature by personal password and they are the only one who will use it.
   b. No signature stamps are allowed.
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2. **Teaching Provider documentation shall reflect** appropriate presence and participation each visit when clinical students are involved in the patient’s care. The record must be signed in the EHR record signed electronically by the student and teaching provider.

3. **Consultants or providers from any other specialty area shall document** their clinical impressions and treatments, with his or her electronic signature in the EHR record.

4. **Each visit, the clinic records should include, as applicable:**
   
   a. An update of demographic data;
   
   b. The information should include name, date of birth, date of visit and medical record number and be placed in the designated area of the medical record or EHR.

5. **The Provider(s) shall be responsible for documentation** of the following subjective and objective findings with his or her signature:
   
   a. Chief complaint or reason for the visit;
   
   b. Vital signs as appropriate;
   
   c. Summary list, as appropriate, including chronic problems, medications, and allergies documentation and findings of assessments, as appropriate, including pain;
   
   d. Diagnostic and therapeutic procedures, tests and results with the Providers’ notation to indicate review of those results;
   
   e. Conclusions or impressions drawn from the history and examination, including diagnosis or conditions;
   
   f. Treatment rendered, including essential details of procedures and medications given;
   
   g. Relevant patient education and the patient’s understanding;
   
   h. Reassessments as indicated;
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i. All diagnostic and therapeutic orders;

j. Consultation reports;

k. All addendums or corrections made to the medical record will be recorded as the actual date of notation, not date of service.

6. **Medical Records should be reviewed periodically** in accordance with the Performance Improvement Plan.

7. **TTUHSC employees shall protect the confidentiality** of clinic medical records as required by the law. See [HSC OP 52.09, Confidential Information](#).

8. **It shall be the policy of the Medical Records Department to release information** after receiving a HIPAA compliant written authorization from the patient except for payment, treatment, and healthcare operations.

9. **The Central Medical Records Department is the Custodian of Medical Records** for all providers at the FQHC Clinics.

**RESPONSIBILITIES | REVIEW | REVISIONS:**

It is the responsibility of the Policy & Procedures Committee to review and initiate necessary revisions based on collaboration and input by Policy and Procedure committee and through Administrative management of this policy, including the review and revisions will be the responsibility of the department administrator.

**RIGHT TO CHANGE POLICY:**

TTUHSC SON Combest reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.