

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

---

SECTION 6: Patient Care

POLICY: 6.033

SUBJECT: Patient Profile

---

POINT PERSON: JONI DETRANT  
DIRECTOR, MEDICAL RECORD SERVICES

APPROVED: NENA STRICKLAND  
INTERIM SUPERINTENDENT

DATE: JULY 29, 2010

---

### I. POLICY

- A. To establish consistency and timeliness for critical patient data to be entered into OP/RCS which is subsequently used for patient care and decision-making resulting in reduced errors and increased patient and staff safety.

### II. DEFINITIONS

- A. OP/RCS - Oregon Patient/Resident Care System is a database of all former and current Oregon State Hospital (OSH) patients containing demographic and clinical data used for decision-making.
- B. Patient Profile - A series of computer screens which assemble critical patient data into one location. The screens consist of patient alerts and demographics; examinations, labs, and medication; and immunizations and treatments.

### III. PROCEDURES

- A. Data is entered by various departments on computer screens within OP/RCS. The Patient Profile screens merge critical data from these into one area for ease of use/access by staff. The hospital areas below shall enter and maintain some data directly on Patient Profile screens:
1. Unit Office Coordinators, or designated unit staff, shall enter the following information on the Patient Profile screens:

- a. **Screen 01 - Patient Alerts and Demographic Information**  
Enter the following information: height, weight, medication problems, environmental allergies; update weight on a monthly basis.
  - b. **Screen 02 - Patient Alerts and Demographic Information**  
Enter the following information: problem alerts, admission information.
  - c. **Screen 03 - Patient Exams, Labs, and Medications**  
Enter the following information: labs, medications, most recent PPD, most recent chest x-ray.
  - d. **Screen 04 - Patient Immunizations and Treatments**  
Enter the following information: immunizations; any treatment for HIV, TB, or Hep C.
2. Food and Nutrition Services shall enter the following information on the Patient Profile screens:
- a. **Screen 01 - Patient Alerts and Demographic Information**  
Enter the following information: any known food allergies.
3. The Medical Clinic shall enter the following information on the Patient Profile screens:
- a. **Screen 03 - Patient Exams, Labs, and Medications**  
Enter the following information: last physical examination, vision examination, and audiogram dates.
4. The Pharmacy shall enter the following information on the Patient Profile screens:
- a. **Screen 01 - Patient Alerts and Demographic Information**  
Enter the following information: all drug allergies and sensitivities.
  - b. **Screen 03 - Patient Exams, Labs, and Medications**  
Enter the following information: all medication orders, including drug name, dosage, route of administration, frequency of administration, start and end dates/times, and other instructions; record and remove all discontinued medication orders from the active profile.
5. The Dental Clinic shall enter the following information on the Patient Profile screens:

---

**SUBJECT: Patient Profile**

**POLICY NUMBER 6.033**

**DATE: July 29, 2010**

**PAGE 3 OF 3**

---

- a. **Screen 03 - Patient Exams, Labs, and Medications**  
Enter the following information: the date of the last dental examination.
6. The Laboratory shall enter the following information on the Patient Profile screens:
  - a. **Screen 03 - Patient Exams, Labs, and Medications**  
Enter the following information: bloodborne pathogen and HIV information.
- B. Each of the areas listed above shall develop and implement specific procedures for entering and updating the Patient Profile data.

#### **IV. REFERENCES**

Mental Health OP/RCS Manual  
OSH Computer Manual

Replaces Oregon State Hospital Policy and Procedure 6.033, *Patient Profile*, dated 1/18/2005.