

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

EXECUTIVE SUMMARY

POINT PERSON: JONI DETRANT

DATE: 2/6/12

OSH POLICY NUMBER & TITLE: 2.009, MEDICAL RECORD FORMS MANAGEMENT

PURPOSE OF THIS POLICY:

To establish standardization, effective communication, and efficient review and adoption procedures for medical record forms used at Oregon State Hospital.

SUBSTANTIAL CONTENT CHANGES (EXCLUDING "HOUSEKEEPING" CHANGES):

- The Medical Records Committee is established and defined in the Manual of Standing Committees and Sub-Committees.
- Updated Medical Records Department to Health Information Department
- Added CMS in the list of guiding standards
- Added Avatar-related language
- Added a definition for "Product Owner"

REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):

N/A

LOCATION OF POLICY:

OSH Policy and Procedure Manual, Section 2