

POLICY MANUAL

Subject: Closing Patient Records

Effective Date: 1/15/95

Initiated By: Tera W. Soard
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Approved By: James B. Moore
Chief Executive Officer

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POLICY:

To insure smooth transition of patient records after discharge and to insure that records are completed within 10 days of discharge, Medical Records staff use a standard process for converting open charts to closed files.

PROCEDURE:

1. Charts of all discharged residential patients are delivered to Medical Records by the night shift Nursing Clinical Associate on the day they are discharged. Outpatient counselors deliver discharge charts to Medical Records the day following discharge.
2. Clerical records, such as the Residential Admission/Discharge/Transfer Sheet (hereafter "ADT sheet") and the Outpatient Discharge information sheet are used to verify discharges.
3. Abstract information, i.e., name, demographics, length of stay, discharge status, is recorded in the Discharge Log.
4. Contents of charts are transferred into manila folders. Chart numbers and treatment dates are then written on the folders.
5. A complete audit of the chart is performed in which Medical Records staff insure that all required forms are in the record, that they are properly completed and that all designated signatures have been obtained.

(continued)

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6. The Medical Records Staff will maintain a Deficient File Report on each record, which will include:
 - A. the party responsible for providing the missing information (if the responsible party cannot be identified, the department supervisor will be listed)
 - B. type of missing documentation
 - C. date of discharge
 - D. audit date
 - E. completion date

A copy of this form will be forwarded to the department supervisor upon completion of the audit and he/she will notify the responsible party of the deficiency. (See related [Deficient File Report](#).)

7. The medical record will be signed out by the responsible party who will complete the deficient documentation and return the record within three (3) business days for other multi-disciplinary team members to complete any deficient documentation that they may have. All deficiencies will then be audited for completion and the record will be filed.
8. For patients who do not transfer to a Cumberland Heights program following discharge, Medical Records staff converts the file to "Closed" status upon discharge.