

MEDICAL RECORDS POLICY

PURPOSE

To ensure that medical records are maintained and secure in an organized usable manner. Medical records are the document that explains all detail about the person's history, clinical findings, diagnostic test results, pre and postoperative care, person's progress and medication information.

SCOPE

This policy applies to sites where medical records are maintained by LADD and to records that are stored electronically in the EHR (Electronic Health Record) or databases. This includes records at the LADD Corporate Office.

POLICY

Medical records are to be maintained for individuals served by LADD. In addition, the records are to be well organized and kept secure.

PROCEDURE

1. Each individual served will have "personal records" established for them at the time of admission.
2. The book will include all relevant information, i.e. Individual information, IPOS, medical history and diagnosis, guardianship information (if applicable), nursing notes (if applicable), etc. (See book contents for a complete list and order of contents.)
3. All books will be maintained in a secure area of the program. Visitors or unauthorized individuals will not have access.
4. Records will be purged on a regular basis by a member of management. Information will not be purged from a book unless there is new information (test results, etc.) that replace it.
5. Once purged, the purged information will be kept in a corporate file for a minimum of 7 years.
6. Medical records that are stored electronically will be maintained in accordance with the LADD HIPAA Security/Safeguard Policy.

LADD
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