

Sullivan County Department of Public Health

<p><u>Title:</u> Chart Security</p> <p><u>Number:</u> AG-09</p> <p><u>Page Number:</u> 1 of 1</p>	<p>Original Approval: 12/05</p> <p>Reviewed/ revised: 9/08, 12/15, 3/24</p>
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Statement/ Purpose:

Maintain chart integrity and security of client information.

Authority:

Application:

All SCDPH Certified Home Health Agency Staff

Terminology:

Responsible Party:

Director of Patient Services

Cross-Reference:

Admission Policy,

Procedure:

1. Intake staff will establish the paper chart for each client. If the client is new to the agency, a new chart will be assembled. If previously opened to agency within the same calendar year, the paper chart will be accessed and updated for the upcoming admission.
2. All staff will sign charts in and out using designated process.
3. During regular business hours, the record room will be secured by an Intake staff member as designated, or locked. On-call and Supervision staff will have access to the Record Room if needed during off-business hours.
4. Charts can be removed from the Record Room by Intake or Supervision staff only. Intake and supervision staff will have the person requesting the chart fill out and sign the “sign out sheet”, and then place a sleeve with the “sign out sheet” in the place of the absent chart.
5. Staff will return charts by giving them back to Intake or Supervision staff, who will have the staff person sign in the chart on the “sign out sheet”, put the sign out sheet in the chart, and file the chart in the Record Room.
6. Paper charts will not leave the building for any reason.
7. Patient paper charts will be viewed expediently by all staff and returned to Intake at the earliest opportunity, in the same condition as when they were taken out.
8. Copies of the original referral will be stored in Doc Center in the Electronic Medical Record.
9. Keys to the record room will be kept in a secure location which will remain undisclosed to staff.