

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-H-01.2

SUBJECT: HEALTH CARE RECORDS FORMS DEVELOPMENT

POLICY: All forms used in the health care record will be standardized to assure that the same type of information will be collected on each patient in order to provide continuity of care and facilitate use of the record by health care staff.

REFERENCE: NCCHC Standard P-H-01

PROCEDURE:

- A. All proposed new forms will be submitted to the Health Records Committee for approval prior to incorporation into the health care record. Pilot forms will also be submitted to the Health Records Committee with a start and stop date specified.
- B. Request for review and approval will be completed and attached to suggested form when it is submitted. See attached.
- C. After approval by the Health Records Committee a number will be assigned in addition to the date of revision.
- D. Requests for revision of existing forms must include rationale for change.

Effective Date: _____
Revision date: November 2006
Supersedes P&P dated: April 2005

REQUEST FOR REVIEW AND APPROVAL OF FORMS

A. Title

B. Purpose of Form

C. Permanent/Temporary Nature of Form

If Pilot Form: Start Date: _____ Stop Date: _____

D. Definition of Significant Terms

E. Patient Population to Which Form is Applicable

F. Staff Responsible for Initiating/Completing Form

G. Placement in Chart

H. Detailed Instruction Using Examples of Completed Form