



<p>Pennsylvania Hospital &amp; Surgery Center</p> <p><b>ADMINISTRATIVE POLICY MANUAL</b></p>	<p>Page 1</p> <p>Effective: 0408</p>
<p><b>SUBJECT: RECORDS LEAVING MEDICAL RECORD SERVICES DEPARTMENT</b></p> <p><b>POLICY NUMBER: IM13</b></p>	

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Medical Records

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Attachment(s):

Related Policies:

## POLICY

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including but not limited to the Surgery Center of Pennsylvania Hospital.

Medical records are the property of the hospital. Medical records are available for the purposes of patient care, education, and research. The Medical Record Services Department is responsible for the safekeeping of patient records. The use of records for patient care shall always receive the highest priority.

### Objectives:

1. To reduce the chance of lost medical records.
2. To assure more timely access to patient information.
3. To assure availability of the medical record for physician completion, research, and release of information to legal, medical and third party requestors, with appropriate consent.
4. To establish a time restraint for records leaving the Medical Record Services Department.
5. To assure records remain on hospital property.
6. To assure patient confidentiality is maintained in accordance with the Medical Record Services guidelines, and state and federal law.

### Policies:

1. The original medical record may not be removed from the Hospital except in the custody of the Director of Medical Record Services or designee pursuant to a court order or subpoena. Further, the documents shall not be placed in areas, work spaces, personal lockers, briefcases, locked rooms, etc. where they are inaccessible for use by all authorized users.
2. Medical records may be signed out to authorized users with proper identification. Users shall be responsible for the record and shall immediately return any record needed for patient care. Students will review records in the department. Medical Record Services authorized users include Medical and Professional Staff, UR, QA, Risk Management and anyone designated by the Director of Medical Record Services or Administration.
3. Medical records which have not been coded, assembled and analyzed may not leave the department under any circumstances, including patient care. Any record where the papers within are not securely fastened into the folder has not been fully processed. Pertinent portions of these records may be photocopied within the department.

Any record on which all necessary dictations, completions and signatures have been fulfilled is considered a completed record. Completed medical records may be signed out Monday

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through Friday from 8:00 a.m. to 6:00 p.m. Medical records not for direct patient care must be returned within 48 hours.

Incomplete records may be signed out for direct patient care only. Review of incomplete records for other purposes shall take place in the department except in cases in which explicit written agreements and policies have been established between Medical Record Services and the "Authorized User."

4. The location of medical records must be known by the Medical Record Services Department at all times. If the record is given to another person or moved to another location, the Medical Record Department must be notified by calling Extension: 6690. This procedure does not apply when the chart accompanies the patient for short periods. When checked out, the medical records must be kept in designated areas so they are accessible at all times. Medical records shall not be removed from inpatient units except by Medical Record Services personnel.

5. All records must be signed out of the Medical Record Services Department. The person requesting the record and their extension must be listed in the chart locator system.

6. Failure to abide by medical record sign-out policies may result in disciplinary action and/or suspension of the privilege to sign-out records from the Medical Record Services Department.

7. The only records that may leave the Medical Record Services Department after hours, are those that are for direct patient care. The patient must either be in the emergency room or admitted to an inpatient unit. The Nursing Supervisor, (Patient Care Coordinator) and the ER Personnel are the only personnel with authority to remove records during non business hours. A sign-out card must be filled out and left in the box at the front desk. Medical Record Services personnel will go and pick up the records during the daily normal pick up schedule.

8. Records signed out of the Department are the responsibility of the "Authorized User" who must maintain confidentiality in accordance with Medical Record Services, confidentiality guidelines, state and federal law, including HIPAA.

/s/Kathleen Kinslow  
 Kathleen Kinslow, CRNA, EdD, MBA  
 Executive Director

05/05/08  
 Date

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