



<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 08/2016
<b>CHAPTER 7</b>	Revision Date:
<b>6.7.1 HEALTH RECORD VIEWING AND SCANNING POLICY</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**I. POLICY**

California Correctional Health Care Services Health Information Management shall ensure all paper documents received are scanned in a timely manner and readily accessible in the health record for viewing to support continuity of care.

**II. PURPOSE**

To ensure availability of patient health information.

**III. RESPONSIBILITY**

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.

**IV. REFERENCES**

- California Correctional Health Care Services, eUHR Initiative Daily Scanning Specification Document. Version 1.1, Copyright 2010.