



<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 01/2002
<b>CHAPTER 8</b>	Revision Date: 08/2016
<b>6.8.1 HEALTH RECORD DOCUMENTATION, ANALYSIS, AND COMPLETION POLICY</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### **I. POLICY**

California Correctional Health Care Services Health Information Management (HIM) shall ensure all health record documentation meets state and federal legal, regulatory, and accreditation requirements. HIM and Health Records shall implement systems and processes for quality control and analysis; documents must be complete in order to provide the information necessary for timely continuity of care and patient safety.

### **II. PURPOSE**

To ensure HIM staff adheres to state and federal legal, regulatory, and accreditation requirements. These requirements must encompass systems that will allow for analytical and statistical retrieval of data.

### **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 Code of Regulations, Title 22, Chapter 9, Article 4, Section 77139 Health Record Service, and Section 77141, Health Record Content
- American Health Information Management Association. Documentation for Ambulatory Care. Revised Edition. Copyright ©2001 by AHIMA. Chapter 3, General Documentation Guidelines, Pages 39-42.
- American Health Information Management Association. Health Information Management, Concepts Principles, and Practice, Third Edition. Copyright ©2010 by AHIMA. Chapter 3, Documentation Standards, Pages 91-93; Chapter 8, Paper-based and Hybrid Health Records, Incomplete Record Control, Pages 212-215.
- American Health Information Management Association. "Update: Maintaining a Legally Sound Health Record – Paper and Electronic." Journal of AHIMA 76, No. 10 (Nov-Dec 2005): 64A-L.