



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 9	Revision Date: 08/2016
6.9.2 HEALTH RECORD STORAGE AND RETRIEVAL PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

California Correctional Health Care Services Health Information Management (HIM) shall ensure all health record documents are stored in a safe and secure environment. Patient health information shall be easily retrievable, accessible, and viewable electronically by clinicians.

II. DEFINITIONS

Day Forward Scanning: Documents that are produced by clinicians at the institutions after a clinical patient encounter or appointment and are scanned into the health record.

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 procedure.
- 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 procedure.

IV. PROCEDURE

A. Health Record Document Storage and Retrieval

1. Document Storage
 - a. HIM staff shall package and ship documents to a designated archive location.
 - b. All Day Forward scanned documents shall be sent to the Health Records Center (HRC) for storage.
2. Document Retrieval
 - a. All scanned documents archived at the HRC shall be stored in an easily retrievable manner.

B. Paper Health Record Storage and Retrieval

1. All paper based health records shall be maintained and stored at the HRC.
2. Documents indexed in the paper health records shall be easily retrievable upon request.

C. Inpatient Paper Health Records:

1. The paper health records for inpatient admissions shall be stored in the local HIM Department at the institution where the admissions occurred.
2. The local HIM Department shall be responsible for the maintenance and retrieval of the complete original inpatient chart.

V. REFERENCES

- California Code of Regulations, Title 22, Chapter 9, Article 4, Section 77143, Health Record Availability

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

- California Code of Regulations, Title 22, Chapter 12, Article 5, Section 79807, Inmate-Patient Health Record Availability
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 6, Chapter 8, Health Record Viewing and Scanning