

## **CHAPTER 13**

### **Unit Health Record (UHR) Organization of Contents**

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#### **I. POLICY**

The UHR system shall be implemented and maintained. Health record staff shall ensure that all patient health-related information is incorporated into the UHR folder as it is generated or collected. Information shall be incorporated into the UHR folder regardless of its source. Health record staff shall maintain the integrity of the patient UHR. All patient health-related information shall be filed sequentially by date, in reverse chronological order (most current on top) with the exception of inpatient or placement information. The design of the folder shall separate the contents of the record into distinct source-oriented sections. All patient health-related information shall be organized within the UHR folder according to the CDC Unit Health Record Organization. All patient health-related information shall be promptly incorporated into the patient UHR.

Inpatient and outpatient housing unit records shall be maintained as distinct episodes of care, and each episode shall be incorporated into the inpatient section of the UHR, in reverse chronological order by discharge date. When a patient is admitted to inpatient status, subsequently transferred to community inpatient status, and then returned to inpatient status, each episode shall be treated as a new admission. Emergency room records shall be incorporated within the appropriate level of care record sequentially by date, e.g., within the inpatient record if the patient is a direct admit from the emergency room, or in the outpatient section if the patient is treated as an outpatient. Patients who receive out-of-institution care and services as an inpatient shall have records maintained as distinct episodes of care. The records of out-of-institution care and service provided to patients on an outpatient basis shall be incorporated into the outpatient section of the UHR.

A continuous quality improvement monitoring system shall be established to ensure that information is accurately and promptly incorporated into the UHR.

#### **II. PROCEDURE**

- A. For all outpatient records excluding Outpatient Housing Unit, health record staff shall
  - 1. Refer to the most current version of the CDC Unit Health Record Organization to incorporate health-related information into the UHR. Refer to Appendix III.
  - 2. Incorporate all patient information into each section in reverse chronological order with the most current on top.
  
- B. For inpatient and outpatient housing unit records, health record staff shall:
  - 1. Within each episode, file all source-oriented documents in chronological order so that the entire episode reads like a book. For example, file all progress notes together in

chronological order, and then file all labs together in chronological order. See Appendix III, page 5 for precise UHR organization.

2. Use dividers to separate each episode, always placing the most current episode on top (reverse chronological order).