

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety
Prison

SECTION: Administrative – Medical
Records

POLICY # AD VI-1

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**SUBJECT: Purpose and Composition of the
Medical Record**

EFFECTIVE DATE: May 2014
SUPERCEDES DATE: May 2005

PURPOSE

To provide guidelines on the composition of the medical record.

PROCEDURE

The Health Care Record.

POLICY

Health care records shall be kept current and confidential. Records should be available for retrieval to provide continuity of patient care. The health care record must contain sufficient documentation to clearly identify the patient, support the diagnosis, justify the treatment and record the results accurately.

A. The health care record contains the medical information of a single offender which is generated by health professionals contributing to the evaluation and treatment during a medical, mental health, dental encounter, or hospitalization.

B. The purpose of the medical record is to:

1. Provide a means of communication between the physician and other health care professionals contributing to the offender's care.
2. Serve as a basis for planning individualized care.
3. Furnish documented evidence of the course of the offender's illness, treatment and response to treatment during each hospital admission or treatment visit.
4. Serve as a basis for analysis, study, and evaluation of the quality of care rendered.
5. Assist in protecting the legal interest of the offender, treatment facility, and health care provider.
6. Provide clinical data for use in research and education.

Paula Y. Smith, M.D.

5/16/2014

Paula Smith MD, Chief of Health Services Date

SOR: Medical Record Director