

HEALTH SERVICES POLICY & PROCEDURE MANUAL

**North Carolina Department Of Public Safety
Prison**

**SECTION: Administrative – Medical
Records**

POLICY # AD VI-13

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SUBJECT: Forms Management

**EFFECTIVE DATE: May 2014
SUPERCEDES DATE: May 2008**

PURPOSE

To provide guidelines for the approval, use, and distribution of medical records forms.

POLICY

Only those forms approved by Health Services Management shall be authorized for use or inclusion in the Health Care Record. Use of individualized and unauthorized forms is prohibited.

PROCEDURE

- I. New / Revised Forms
 - A. Draft copies of proposed forms and revisions to existing forms are to be submitted to Health Services Management.
 - B. Health Services Management will evaluate submitted drafts based on
 - 1. value to department,
 - 2. simplicity,
 - 3. efficiency of design, and
 - 4. span of usage.
 - C. After new / revised forms have been approved, Health Services Management will
 - 1. coordinate and
 - 2. instruct personnel on its implementation.
 - D. The Nurse Manager, Medical Records Assistants and appropriate staff at each facility will be notified of the new and revised forms via memo.

Paula Y. Smith, M.D.

5/16/2014

Paula Y. Smith, M.D., Chief of Health Services

Date