

Chapter: Health Records Management	Effective Date: 4/15/17
Title: Health Services Management System	Page: 1 of 1
	Replaces: HHS.85.20, 07/15/11

(a) **Standard.**

- (1) Records in the Health Services Management Binder are kept in the storage area designated for this purpose. The area is locked when not in use and accessed only by staff members who are assigned youth health responsibilities.
- (2) Health needs are communicated, managed, and documented to provide continuity of care.

(b) **Procedures.**

- (1) The **human services specialist (HSS)** or a **juvenile correctional officer (JCO)**:
 - (A) maintains administrative documents related to health care (current, active, or pending) in a large, three-ring binder entitled Health Services Management Binder that is divided in labeled sections;
 - (B) creates labeled dividers as follows:
 - (i) Nurse Visit Report;
 - (ii) Chart Audits–Active;
 - (iii) Supplies Ordered and Received;
 - (iv) Prescription Medication Ordered and Received;
 - (v) Medication Error Reports;
 - (vi) Training Records;
 - (vii) Pre-certification Numbers from the Utilization Review Department; and
 - (viii) Completed Chart Audits; and
 - (C) files contents in each section chronologically with the most recent on top.
 - (2) The **HSS**:
 - (A) files other management records, such as those that are 12 months old or no longer current, into a large, black three-ring binder entitled Inactive Health Records that is divided into the same labeled sections as the Health Services Management Binder; and
 - (B) uses an additional binder for current or inactive records if the records exceed the size of one binder and labels both binders accordingly (e.g., “Part 1 of 2” and “Part 2 of 2”).
 - (3) **All staff**:
 - (A) keep inactive records in accordance with the Texas Juvenile Justice Department records retention schedule and the University of Texas Medical Branch Correctional Managed Care Youth Services Pharmacy Manual, Policy 75.20;
 - (B) maintain confidentiality of youth records; and
 - (C) keep the storage area door locked unless a staff member is in the room.
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