

Chapter: Health Records Management
Title: Medical Record Contents

Effective Date: 7/15/11, T-1
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Replaces: HHS.85.05
Dated: 10/28/05

ACA Standard(s): 3-JCRF-4C-28

(a) **Standard.**

The electronic medical record (EMR) contains required information in a format approved by the UTMB Correctional Managed Care medical director for youth services. File maintenance and security are found in Chapter 99 of TYC's General Administrative Policy (GAP) Manual. Copies of appropriate and pertinent documents in the EMR may be printed and taken to off-site medical provider appointments to ensure continuity of care.

Facilities may not create or utilize unofficial health care related forms. Only forms that are numbered and approved by the UTMB CMC director, clinical and administrative programs for youth services and the TYC director of nursing services are considered official.

(b) **Procedures.**

- (1) Confidentiality of youth drug and alcohol abuse records will be maintained in accordance with GAP.99.1.

Person Responsible: Superintendent

- (2) General access to youth records will be maintained in accordance with GAP.99.9.

Person Responsible: Superintendent

- (3) Youth master files will be organized and maintained in accordance with GAP.99.11.

Person Responsible: Superintendent

- (4) Disposition of youth records will be handled in accordance with the agency's records retention schedule.

Person Responsible: Superintendent
