

Chapter: Health Records Management
Title: Daily Health Records

Effective Date: 7/15/11, T-1
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Replaces: HHS.85.15
Dated: 5/1/06

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

(a) **Standard.**

Treatment and Intervention Records and Medication Administration Records (MARs) will be kept in the area designed for the purpose of documenting health related events as they occur.

(b) **Procedures**

- (1) File the youth's picture, Treatment and Intervention Record, HLS-505, the MAR, and the Halfway House Medical, Dental, & Health History Report, HLS-107, in a three-ring binder entitled, "Daily Health Record Binder".
Person Responsible: Human Services Specialist (HSS)
 - (2) Divide into sections with a divider labeled with each youth's name and TYC number.
Person Responsible: HSS
 - (3) Place a current picture of the youth behind the divider for identification.
Person Responsible: HSS
 - (4) Flag the section for each youth on Medical Alert/Chronic Care status with the appropriate color code (Medical Alert-blue, Chronic Care-orange).
Person Responsible: HSS
 - (5) File individual MARs, Treatment and Intervention Records, and all other documents accumulated during the week in the section labeled with the youth's name.
Person Responsible: HSS
 - (6) Review these records before responding to a youth's health request and prior to administering medication.
Person Responsible: HSS/Juvenile Correctional Officer (JCO)
 - (7) Immediately document all health-related actions taken on the youth's Treatment and Intervention Record, HLS-505.
Person Responsible: HSS/JCO
 - (8) Review additions to the daily health record binder with the nurse during routine visits.
Person Responsible: HSS/Nurse
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