

Chapter: Health Records Management
Title: Health Services Management System

Effective Date: 7/15/11, T-1
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Replaces: HHS.85.20
Dated: 5/1/06

ACA Standard(s): 3-JCRF-4C-10, 4C-28

(a) **Standard.**

Health Services Management System records will be kept in the storage area designated for this purpose. The area will be locked when not in use and accessed only by staff who are assigned youth health responsibilities. Health needs will be communicated, managed, and documented to provide continuity of care.

(b) **Procedures**

- (1) Keep records of current, active, or pending health-related activities in a large, three-ring binder entitled, "Health Services Management Binder" that is divided in labeled sections.
Person Responsible: All
 - (2) Divide each binder into the following sections with labeled dividers.
 - (A) Weekly Nurse Visit Report
 - (B) Chart Audits-Active
 - (C) Supplies Ordered and Received
 - (D) Prescription Medication Ordered and Received
 - (E) Medication Error Reports
 - (F) Training Records
 - (G) Pre-certification Numbers from the Utilization Review Department
 - (H) Completed Chart Audits
 - (3) File contents in each section chronologically with the most recent on top.
Person Responsible: All
 - (4) File other management records (12 months old or no longer current) into a large black three-ring binder entitled, "Inactive Health Records" that is divided in the same labeled sections as the health services management binder.
Person Responsible: All
 - (5) Keep inactive records for three years.
Person Responsible: All
 - (6) Use additional binders for current or inactive records if the records exceed the size of one binder, and label accordingly (e.g., "Part 1 of 2" and "Part 2 of 2").
Person Responsible: All
 - (7) Maintain confidentiality of youth records.
Person Responsible: All
 - (8) Keep the door locked unless staff is in the room.
Person Responsible: All
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