

SUBJECT: MANAGEMENT OF INFORMATION PLAN	REFERENCE #1002
DEPARTMENT: HOSPITALWIDE	PAGE: 1 OF: 19
APPROVED BY:	EFFECTIVE: REVISED:

**PURPOSE:**

It is recognized by \_\_\_\_\_ Hospital that the provision of healthcare is a complex endeavor that is highly dependent on information. This includes information regarding the individual patient, the care provided, the outcomes of care and the performance of the organization. Due to the collaborative nature of the provision of care, all activities performed are coordinated and integrated throughout all departments and services. It is because of this dependent relationship that information is an important resource that is to be used effectively and efficiently managed. In keeping with the mission statement of \_\_\_\_\_ Hospital, it is felt that information management is a key component in providing high quality patient care.

**GOAL:**

To obtain, manage and use information to enhance and improve individual and organizational performance in patient care, governance, management and support processes.

**SCOPE AND DIRECTION:**

- \_\_\_\_\_ Hospital is a \_\_\_\_\_ bed general medical surgical hospital. In addition to the customary complex of emergency, surgical, general medicine, nursing and ancillary services, \_\_\_\_\_ Hospital provides \_\_\_\_\_ services to the pediatric through geriatric population. (Include any other patient population specifics here.) Human, hardware and software resources are utilized to supply information to support the organization's information management requirements. To meet these requirements, the Health Information Management, Information Management Systems and hospital administration have paramount shared responsibility for the overall management of information.
- There are organized Health Information Management and Information Management Systems with financial resources allocated by the Governing Body to provide for optimal departmental operations. As the information management environment is constantly changing and becoming more sophisticated, all additional needs for information management are assessed with appropriate financial considerations granted through the Governing Body.

SUBJECT: HEALTH DATA INTEGRITY	REFERENCE #2102
	PAGE: 1 OF: 3
DEPARTMENT: HOSPITALWIDE	EFFECTIVE:
APPROVED BY:	REVISED:

**POLICY:**

It is the policy of \_\_\_\_\_ Hospital to protect the privacy of individual identifiable health information. Believing that confidentiality is essential in developing the trust between patients and their providers of healthcare, we are committed to ensuring that patient medical information be disclosed only with informed consent or by statute.

**PROCEDURE:**

- The Information Management Committee is responsible for the development of organizational standards, policies and procedures concerning timeliness, accuracy, security, privacy and confidentiality, access, integrity and uniformity of data of both paper and electronic records consistent with law or regulation.
- Security/Confidentiality of Information:
  - To provide a balance between data sharing and data confidentiality, individuals/ departments have been identified with specific policies/procedures outlining the access to, and need for, data and information.
  - Health Information Management Department personnel will have access to all documentation present in the medical record in accordance with Information Management Committee approved policies and procedures.
  - Nursing personnel will have access to all pertinent patient information to allow for optimum assessment, treatment and care of the patient in accordance with general nursing policies and procedures.
  - Medical staff will have access to all pertinent patient information that will allow them to render optimum treatment to any patient for whom they are the attending, covering or consulting physician in accordance with the medical staff bylaws.
  - Clerical personnel will have access to all necessary patient information that allows for appropriate billing, insurance and financial procedures.
  - The Health Information Management Department will have access to patient information for reporting purposes in accordance with departmental policies and procedures.

SUBJECT: WORKFORCE CLEARANCE (COMPUTER ACCESS)	REFERENCE #2119
	PAGE: 1 OF: 2
DEPARTMENT: HOSPITALWIDE	EFFECTIVE:
APPROVED BY:	REVISED:

**POLICY:**

- It is the policy of \_\_\_\_\_ Hospital to determine the access of electronic protected healthcare information to employees is appropriate.
- Once degree of access has been established, the employee is issued a log-in and passcode to use when accessing the medical record by the Information Systems Department. The Information Systems Department controls the degree of access of computerized medical records by electronically granting privileges to portions of the record and subsequent database

**PROCEDURE:**

- All individuals expected to utilize the \_\_\_\_\_ Hospital computer system are assigned an access code known only to the members of the Information Systems Department and the employee.
- Employees of the Information Systems Department are prohibited from displaying, accessing or reviewing the employee listing of access codes without authorization or supervision from the Information Systems Department Director, his/her designee, the Privacy/Security Official or the hospital Chief Executive Officer. Employees of the Information Systems Department are trained in the need to maintain the confidentiality of the access codes information. Any Information Systems Department employee found in violation of this security measure will be placed in the hospital's disciplinary process.
- A master listing of employee access codes is kept in an electronic file in the Information Systems Department. This file is password protected. A backup file is available in the off-site storage facility. The Information Systems Department Director or designee is responsible for updating the employee access codes file on a monthly basis, creating the back up file and storing in the off-site storage facility.
- Prior to assigning employee access codes, each employee attends computer training.

SUBJECT: TECHNICAL SAFEGUARDS - AUTHENTICATE ELECTRONIC INFORMATION	REFERENCE #2133
	PAGE: 1 OF: 1
DEPARTMENT: HOSPITALWIDE	EFFECTIVE:
APPROVED BY:	REVISED:

**POLICY:**

It is the policy of \_\_\_\_\_ Hospital to ensure that all protected electronic healthcare information has not been altered or destroyed in an unauthorized manner.

**PROCEDURE:**

- The computer system has a method of documenting entries into the patient’s medical record through the use of the employee’s user identification.
- Each time the employee logs into the computer system their user identification will electronically sign the inputted information.
- The computer system will log each portion of the electronic record the employee accesses with the employees initials, date and time of access.
- This log will be electronically maintained and generated daily in the Information Systems Department for analysis by the Information Systems Department Director or his/her designee.

## MEDICAL RECORD REVIEW TOOL SAMPLE

Date of Review: \_\_\_\_\_ Name of Reviewer: \_\_\_\_\_

Patient Name: \_\_\_\_\_ MR#: \_\_\_\_\_

Location/Unit: \_\_\_\_\_

	Check One	Comments
Face sheet present	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Advance Directives present	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Condition of Admission signed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Consent for Treatment signed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
H&P completed within 24 hours of admission	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
H&P completed and updated within seven (7) days of admission	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
If updated, was update dated and signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
H&P transcribed and on medical record prior to procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Are the following in the H&P:		
Chief complaint	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Description of present illness/complaint	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Past medical history	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Social history	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Family history	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Inventory of body systems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Psychosocial needs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Physical exam	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Conclusions/diagnosis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Admission Assessment complete	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Appropriate triggers are called/sent:		
Nutrition Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Falls Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
DVT Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Pain Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Pneumococcal/Influenza Vaccine Assessment completed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	