

Section: Division of Nursing

* PROCEDURE *

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HACKETTSTOWN REGIONAL MEDICAL CENTER

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MATERNAL SERVICES
(Scope)

TITLE: QS System

PURPOSE: To outline the procedure to maintain a complete Medical Chart Record reflecting both mechanical and electronically recorded patient data during the intrapartum portion of the patient stay.

LEVEL OF RESPONSIBILITY: Childbirth Family Center Staff

CONTENT:

PROCEDURE STEPS:

KEY POINTS:

1. A patient Medical Chart Record will be maintained for each patient admitted to the Childbirth Family Center according to established Medical Records policies, procedures and practices.
2. Computerized annotation entries will be used to document patient care as an alternative to using written narrative notes.
3. The QS computer application is programmed so that a printed record of system "Charts" will be generated automatically.
4. A complete copy of the Electronic Medical Record Data (systems charts) will be generated at the completion of the patient recovery period. Additional printing may be done as deemed appropriate by the clinical staff, Medical Records and/or Risk Management.
5. The generated system "Chart" records will be placed in the appropriate patient's Medical Chart Record by the nurse or the Unit Secretary at the time that those chart records are generated.
6. At discharge, the Medical Chart Record will be reviewed for completeness. Any electronic chart records that are outstanding will be manually selected and printed to complete chart deficiencies.
7. The completed Medical Chart Record will be sent to Medical Records according to established Medical Records policy, procedure and practice.

Staff member who completes recovery period should print out QS notes beginning with patient's admission.