

HACKETTSTOWN REGIONAL MEDICAL CENTER

Administrative Policy & Procedure

Medical Record Merge Processing & Notification

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Cross Referenced:

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Origin: Medical Records

Authority: Chief Finance Officer

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POLICY

Centralize control of all medical record merges and notify all pertinent personnel in a timely manner when they do occur.

PROCEDURE:

The Health Information Management Department performs all merges of medical record numbers if necessary.

The Health Information Management Department runs daily report in Cerner for duplicate medical record numbers and receives e-mail requests for merges from registration and ancillary departments

The Health Information Management Department performs the following tasks:

- o Reviews the duplicate list and any merge request to see if a medical record merge should be performed.
- o Performs the medical record merge ONLY AFTER the patient has been discharged.

In parallel, IS will also perform the following tasks:

- o Run a report between 01:00 and 04:00 each morning that describes all the medical record merges that were performed on the previous calendar day.
- o Email the medical record merge report before 05:00 each morning to an email group called the HRMC Medical Record Merge Alert group.
- o Maintain the HRMC Medical Record Merge Alert group by adding or deleting members as directed by the manager of each area.

SOURCE:

Health Information Management Department Policy a