

Section: Division of Nursing

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**PROCEDURE**

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**MATERNAL SERVICES**

(Scope)

**TITLE: QS RECORD MAINTENANCE RESTRICTION**

**PURPOSE:** To outline the process to minimize the risk of system data loss and inaccuracies in the performance of specific system functions by controlling access.

**LEVEL OF RESPONSIBILITY:** Childbirth Family Center Staff

**CONTENT:**

**PROCEDURE STEPS:**

**KEY POINTS:**

1. Clinical Information System record maintenance functions will be restricted to designated staff.

2. Access to system functions will be assigned when the QS system access is established.

3. Nursing unit staff will notify the Unit Manager or system manager of an apparent need to Purge, Merge, or Change ID of system chart records.

4. The need and appropriateness of performing a Purge, Merge, or Change ID functions will be verified before performing such functions.

5. QS System record maintenance functions will then be performed as necessary.

System Security will be set to allow Purge, Merge, and Change ID functions for the Unit Manager and system managers only.

Merge is necessary when two records have been established for the same patient using different medical record numbers.

Refer to the QS User Manual for specific instructions in performing Purge, Merge, Change ID, and System Configure Functions.