

Section: Division of Nursing

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PROCEDURE

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MATERNAL SERVICES

(Scope)

TITLE: QS ARCHIVED PATIENT RECORD RETRIEVAL

PURPOSE: To describe the process for retrieving patient documentation (including the fetal monitor strip).

LEVEL OF RESPONSIBILITY: Childbirth Family Center QS System Manager

CONTENT:

PROCEDURE STEPS:

KEY POINTS:

1. CFC Staff or Medical Records Staff will notify Unit Manager of a request for specified patient documentation retrieval.
2. The reason for documentation retrieval will be noted by the Unit Manager.
3. The level of accessibility to such records will be determined according to Medical Records policies, procedures a practice.
4. The Unit Manager will initiate the QS archival procedure for requested documentation.

Archived records may be restored from CD at the L&D workstation. (Dated CDs are prepared in duplicate by the IS Department. The OB Unit Manager and the IS Department each keep copies of the CDs.)

6. Upon completion of addendums or review of said record, the Patient ID will be restored to the "OB Hold" area so the record may be archived for storage.

The procedure for retrieval is fully described in the QS System Management Manual.