Name of Policy: Retrieval and Copying Chart for Autopsy

| Policy Number: | 3364-105-026 |
| Department:    | Health Information Management |
| Approving Officer: | Director, Health Information Management |
| Responsible Agent: | Director, Health Information Management |
| Effective Date: | 8/1/2017 |

Scope:

- Health Information Management
- Initial Effective Date: March, 2002

| New policy proposal | Minor/technical revision of existing policy | Reaffirmation of existing policy |

(A) Policy Statement

During hours of operation, the Health Information Management (HIM) Department will retrieve, copy, and deliver all charts needed for Autopsies.

(B) Purpose of Policy

To provide Pathology and/or Coroner with a copy of the deceased patient’s chart in a timely manner for the autopsy.

(C) Procedure

1. The staff from the nursing unit will contact HIM at extension #3668 when an autopsy is to be performed on a deceased patient.

2. During the hours of operation of the Health Information Management Department the HIM staff member will retrieve the chart from the nursing unit for copying, (only up to and including the Physician’s Orders) and hand-deliver the copy to Pathology. The original chart will be taken back to the Records Retention Center, signed out to the electronic health record by the Health Data Analyst in the Records Management Unit (RMU) fileroom and processed as usual.

3. Outside of the Health Information Management Department’s hours of operation, the unit clerk on the specific floor will be responsible for making the appropriate copy for the autopsy.

Approved by:

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTM

Pamela Eaton
Director, Health Information Management

Review/Revision Completed By:
Health Information Management

Next Review Date: 8/1/2020

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.