


<b>Name of Policy:</b>	<b>Pulling Records for Clinic Appointments, Patient Care &amp; General Requests</b>	 <b>Effective Date:</b> 7/1/2011 Initial Effective Date: July, 1998
<b>Policy Number:</b>	3364-105-084	
<b>Department:</b>	Health Information Management	
<b>Approving Officer:</b>	Director, Health Information Management	
<b>Responsible Agent:</b>	Director, Health Information Management	
<b>Scope:</b>	Health Information Management	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		
<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

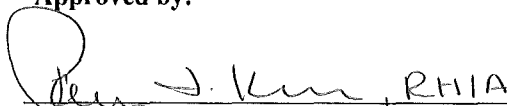
**(A) Policy Statement**

Health Information Management personnel will pull charts for clinics as requested per individual clinic via phone phone calls, fax, and HealthPort clinic requests as needed.

**(B) Purpose of Policy**

To supply clinics with the appropriate charts for patient appointments, patient care needs, and general requests. To ensure the Medical Staff and other professionals have the necessary information to provide quality patient care.

- After the records have been pulled, they are signed out to the appropriate clinic using the Medical Record Chart Locator system (see Policy #3364-105-071). Any loose filing in the chart is then attached.
- Records are placed in mail tubs with a cover sheet indicating clinic/physician destination and delivered appropriately.

<b>Approved by:</b>  Paula F. Kessler, MEd, RHIA Director, Health Information Management	Date <u>7/1/11</u>	<b>Review/Revision Date:</b> 11/86      6/99 9/87      7/05 9/88      7/23/2008 9/89      7/1/2011 8/90 11/91 10/93 9/96
		Review/Revision Completed By: Health Information Management
<b>Policies Superseded by This Policy:</b> 10-084		

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