


Forms:	Electronic and Paper Based						
Name of Policy:	Health Information Management Committee						
Policy Number:	3364-105-116						
Department:	Health Information Management						
Approving Officer:	Chief Executive Officer - UTMC						
Responsible Agent:	Director, Health Information Management						
Scope:	Health Information Management		Effective Date: 9/1/2023 Initial Effective Date: 1/1979				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>				<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

New chart documentation must be built in Epic electronic format. The use of paper based forms with Epic should be minimal. Paper based chart documentation forms are only to be used in the event of an Epic downtime that exceeds 4 hours.

(B) Purpose of Policy

To ensure that only approved chart documentation is used in Epic and has been approved by the Health Information Management (HIM) Department and the multidisciplinary representatives of the Health Information Management (HIM) Committee. These committee members will guide the development of the forms in conjunction with representation from information technology, nursing administration, quality and outcomes management, coding, compliance, and legal, as well as others when needed.

(C) Procedure

Approval process – any new electronic chart documentation or electronic chart documentation in need of major revision, must be submitted to the HIM Committee.

Send the following information with each new electronic chart documentation request

- 1) Screenshot of the old electronic chart documentation, if applicable
- 2) Draft screenshot of the new electronic chart documentation form
- 3) Purpose of the new electronic chart documentation

The business owner, or their delegate, of the new electronic chart documentation will email the HIM manager. The HIM manager sends for email approval to the forms’ committee members.

Approved by:		Review/Revision Date:	
/s/		7/84	9/06
_____	Date	10/85	10/06
Pamela Eaton		11/86	11/9/2010
Director, Health Information Management		9/87	1/1/2014
		7/90	3/1/2017
/s/		11/91	3/1/2020
_____	Date	8/93	7/1/2023
Richard P. Swaine		9/96	
Chief Executive Officer - UTMC		12/98	
		3/02	
		3/05	
<i>Review/Revision Completed By:</i>			
<i>Health Information Management</i>			
Policies Superseded by This Policy: 10-116		Next Review Date: 7/1/2026	