


Name of Policy:	Quality Analysis For Horizon Patient Folder	 Effective Date: 8/1/2011 Initial Effective Date: 8/2008
Policy Number:	3364-105-213	
Department:	Health Information Management	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Director, Health Information Management	
Scope:	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

To maintain a process in which the medical record in Horizon Patient Folder is analyzed for quality purposes.

(B) Purpose of Policy

To ensure that all records stored in Horizon Patient Folder (HPF) contain accurate, reliable, and readable, high quality images to assist in quality patient care.

(C) Procedure

1. A sample size of 10% of all records will be reviewed in Horizon Patient Folder for quality assurance.
2. The samples will be determined by the daily discharge list.
3. Original documents will be pulled from storage and assessed in HPF, page by page to ensure that every document is accounted for and of high quality.
4. Indicators of review include, but are not limited to the following:

Major Errors

- Pages of record missing in HPF
- Document indexed to the wrong patient
- Document indexed to the wrong encounter
- Poor original stamped over documentation
- Patient demographics not present on each page (Minimum of name and encounter or name, Date of Service and MRN)
- Chart not indexed to HPF, yet initialed by indexer

Minor Errors

- Pages out of page order
 - Pages out of date order
 - Page orientation inverted
 - Dog ears on the pages
 - Document indexed to wrong document type
 - Blank pages not deleted
 - Cold feeds left in chart and indexed
 - Document not stamped poor original
 - Indexer not identified on Batch Cover Sheet (BCS)
5. Only management or a designated employee will be responsible for the analysis process.
 6. The document analysis tool will be used to document the errors of the record being analyzed.

