Name of Policy:	Management of Patient Records	
Policy Number:	3364-140-25	TOLEDO THE UNIVERSITY OF
Department:	Kidney Transplant Administration (Nursing Service)	1872
Approving Officer:	Chief Nursing Officer Director, Renal Transplant Program	
Responsible Agent:	Transplant Coordinator	Effective Date: 11/1/2021
Scope:	The University of Toledo Medical Center	Effective Date: September 7, 2007
	y proposal Minor/technical ision of existing policy X Reaffirmation of	revision of existing policy existing policy

(A) Policy Statement

Each patient receiving evaluation for placement on the waitlist will have an accurate and up to date patient record.

(B) Purpose of Policy

To maintain accurate, up to date clinical information regarding patients.

(C) Procedure

- 1. Patients will be notified in writing within 10 business days of the following:
 - Placement on the center's waitlist
 - Decision not to place patient on waitlist
 - Inability to make determination regarding waitlist status due to need for further clinical testing or documentation
 - Removal from waitlist for reasons other than transplant or death.
- 2. Patient's medical record will contain:
 - multidisciplinary care planning during the pre-transplant period will be found in the clinic record
 - multidisciplinary discharge planning for post-transplant care will be found in the hospital inpatient medical record.
- 3. Patient's medical record will contain documentation of social service, financial counseling and Pharmacy Service. Nutritional needs are screened with the dietitian available and documented in the patient's medical record.

Approved by:		Review/Revision Date: 12/2007
/s/ Kurt Kless MSN, MBA, RN, NE-BC Chief Nursing Officer/CNO	Date	1/30/2009 1/12/2010 11/28/12 10/7/15 10/26/2018 10/26/2021
/s/ Michael Rees, MD Director, Renal Transplant Program	Date	
Review/Revision Completed By: Transplant Administrator		Next Review Date: 11/1/2024