


<p><b>Name of Policy:</b> <u><a href="#">Health Information Management Committee</a></u></p> <p><b>Policy Number:</b> 3364-87-17</p> <p><b>Approving Officer:</b> Chief of Staff Medical Director</p> <p><b>Responsible Agent:</b> Medical Director</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 03/14/01</p>
<input type="checkbox"/> New policy proposal	<input 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

The Health Information Management Committee provides enterprise-wide oversight and direction regarding health information management related to the medical record (paper or electronic), laws, policies, system designs, organization, data application, searches, capture, analysis, and storage. It ensures that UTMC is in compliance with all applicable standards and regulations related to the management of the medical record.

(B) Purpose of policy

To define the composition, functions and responsibilities of the Health Information Management Committee.

(C) Procedure

(1) Functions and Responsibilities

- (a) Develop and oversee institutional policies for the medical record – paper and/or electronic;
- (b) Identify, review and approve policies related to health information and medical record management;
- (c) Provide input and recommendations regarding the strategic direction for the ongoing management and development of UTMC medical record;
- (d) Review and make recommendations regarding incremental electronic medical record functionality, operations and enhancements;
- (e) Develop and oversee processes for medical record review;

- (f) Develop and oversee deficiency monitoring processes and make recommendations for improvements and/or enhancements;
- (g) Develop and/or advise the organization on opportunities and practices to support, capture and documentation of health information;
- (h) Oversee and access medical information needs within UTMC;
- (i) Develop and implement minimum policies for education and training of physicians, clinical program trainees, and licensed independent practitioners on medical record documentation;
- (j) Oversee, review and approve all paper forms and electronic formats used to document or capture patient information for the medical record;
- (k) Recommend and support strategies for integration of electronic medical record systems.

(2) Composition

The Committee shall be multidisciplinary and include participation by the appointed Physician Chair, Health Information Management, Physicians, Legal Counsel, Clinical Informatics, Nursing Service, and allied health personnel as necessary.

(3) Meetings

The Health Information Management Committee shall maintain a permanent record of members present and actions taken. Quarterly reports of recommendations will be provided to the Executive Committee concerning health information management (paper or electronic) practice in the Hospitals. The Health Information Management Committee shall meet at least quarterly, and the minutes will be forwarded to the Chief of Staff for Medical Executive Committee review and approval.

<p>Approved by:</p> <p>_____</p> <p>Christopher K. Lynn, M.D. Chief of Staff</p> <p>_____</p> <p>Ronald McGinnis, M.D. Medical Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Health Information Management Committee</i> <i>Medical Executive Committee</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>MS-017 Health Information Management Committee</i></li></ul> <p><b>Review/Revision Date: 11/19/03</b> <b>08/08/07</b></p> <p><b>Next review date: 08/08/10</b></p>
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