


Name of Policy: Legal Medical Record Policy Number: 3364-100-53-6 Approving Officer: Chief Executive Officer Responsible Agent: <u>Administrative Director of Outcome Management, Health Information Management</u> Scope: University of Toledo Medical Center		 Effective date: Original effective date: 4/30/2007	
Key words: Legal, Medical Record, Documentation, Inpatient, Outpatient			
<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

The legal medical record (“LMR”) at The University of Toledo Medical Center (“UTMC”) includes documentation of healthcare services provided to an individual in all delivery settings by UTMC clinical and professional staff. The LMR at UTMC is a hybrid record utilizing both paper-based and electronic documents, captured both manually and via electronic processes.

(B) Purpose of Policy

To define and identify the location of the patient’s LMR at UTMC in the inpatient and outpatient settings and in accordance with applicable UTMC policy as well as federal, state, accrediting and regulatory requirements.

(C) Procedure

1. **Content.** The LMR is comprised of the paper medical chart, scanned images, electronic documentation, and transcribed ~~old feeds~~ from systems used at UTMC. Only individuals authorized pursuant to policy #3364-87-42 may make entries into the LMR.
2. **Location.**
 - a. **Inpatient.** While a patient is admitted to UTMC, the LMR is located in the electronic medical record and paper medical chart ~~paper medical chart and the Clinical Portal~~.
 - b. **After Inpatient Discharge.** After an inpatient is discharged the patient’s LMR is maintained in the electronic medical record and paper medical chart. moved to One Content. One Content is as a long term repository for inpatient LMRs. ~~For inpatients discharged prior to utilization of the electronic medical record -of One Content~~ the paper record will serve as the patient’s LMR.

- c. **Outpatient/Ambulatory.** The patient's LMR for all outpatient/ambulatory encounters is located in the electronic medical record. ~~Athena.~~

<p>Approved by:</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <hr/> <p>Date</p> <hr/> <p>Puneet Sindhwani, MD Chief of Staff</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: HAS, Health Information Management, Legal</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>3364-101-02-01 – Legal Ambulatory Medical Record</i> <p>Initial effective date: 4/30/2007</p> <p>Review/Revision Date: 6/22/2011 6/1/2014 6/1/2017 12/1/2018</p> <p>Next review date:</p>
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