(A) Policy Statement

UTMC Medical Record paper charts for patients who are involved in legal action or potential legal action against The University of Toledo Medical Center ("UTMC"), or the physicians on the medical staff of UTMC will be impounded at the direction of the Office of Legal Affairs, Health Science Campus.

(B) Purpose of Policy

To safeguard the paper medical record that is involved in legal action or potential legal action from any tampering, alteration or misplacement, and to assure its availability for the legal process.

(C) Procedure

1. The Office of Legal Affairs will determine which paper medical records or portions of paper medical records need to be impounded and will contact Health Information Management for the charts. These may be complete or partial charts.

2. The Health Information Management manager will sign out and deliver the original paper medical record to be impounded to the Office of Legal Affairs.

3. The Office of Legal Affairs will notify the Health Information Management Manager when the charts are no longer need to be impounded. The charts will be returned to Health Information Management.

4. Only copies of impounded paper charts will be used for the direct patient care, quality assurance, or other day-to-day uses. The original paper charts will not be made available for these purposes.

5. Hospital personnel wishing to review the original paper impounded charts may do so in the Office of Legal Affairs, under the supervision of the Legal Affairs staff.

6. Impounded paper charts may only be removed from the Office of Legal Affairs with the permission of Office of Legal Affairs.

Approved by:

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

Review/Revision Completed By:
HAS
Office of Legal Affairs – HSC
Health Information Management
Chief of Staff

Policies Superseded by This Policy: 7-50-35 - Impounded Medical Charts

Next Review Date: 5/1/2020