

Name of Policy: <u>Legal Medical Record</u> Policy Number: 3364-100-53-06 Department: Hospital Administration Medical Staff Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Director, HIM Scope: The University of Toledo Medical Center	 Effective Date: 12/1/2018 Initial Effective Date: April 30, 2007
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical 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 cold 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 paper medical chart and the Clinical Portal.
 - b. **After Inpatient Discharge.** After an inpatient is discharged the patient’s LMR is moved to One Content. One Content is as a long-term repository for inpatient LMRs. For inpatients discharged prior to utilization 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 Athena.

Approved by: /s/ _____ Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC <i>Review/Revision Completed By:</i> HAS Health Information Management Legal Department	Review/Revision Date: 6/22/2011 6/1/2014 6/1/2017 12/1/2018 Next Review Date: 12/1/2021
Policies Superseded by This Policy: 3364-101-02-01 – Legal Ambulatory Medical Record.	