(A) Policy Statement

When a University of Toledo Medical Center patient is discovered to have more than one medical record number, it is the policy of The University of Toledo Medical Center that all charts on each of the multiple medical record numbers be merged onto one number.

(B) Purpose of Policy

All information regarding a particular patient is associated with a single identifying number.

(C) Procedure

1. Report of suspected duplicate numbers, providing patient’s name, birth date and unit numbers, are received by the Health Information Management Department.

2. After it is determined that the identified medical record numbers belong to the same patient, both electronic and paper will be merged into one medical record number. The number that will be kept will be selected at the discretion of the individual merging the number, but considerations such as number of charts on each number and ease of merging will be evaluated.

Approved by:

Paula F. Kessler, RHIA, MEd
Director, Health Information Management

Date: 8/26/15

Review/Revision Completed By:
Health Information Management

Policy Superseded by This Policy: 10-082 Retrieving Incomplete and Complete Medical Records from Nursing Units

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.