

<p>Name of Policy: Health information management committee</p> <p>Policy Number: 3364-87-17</p> <p>Approving Officer: Chief of Staff</p> <p>Responsible Agent: Chief Medical Officer</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective Date: 09/01/2023</p> <p>Original Effective Date: 03/14/01</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

To improve the human condition, the Health Information Management (HIM) Committee is responsible for setting the strategy and guiding principles for the creation and use of the provision of a high quality health records and the continued migration and evolution of the health record at UTMC.

(B) Purpose of policy

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

(C) Procedure

(1) Functions and Responsibilities

- (a) To oversee the approval process for the structure, content, and usability of all forms used to document and capture patient information in the Health Record.
- (b) To oversee the creation and revision of policies and standards for paper and electronic health records.
- (c) To assess, develop, recommend and support the strategy for migrating the organization to a fully functional electronic health record.
- (d) To monitor records/documentation for compliance with State, Federal, and Joint Commission regulatory requirements and accreditation standards.
- (e) To communicate/report findings to appropriate groups and committees for follow-up.

