Name of Policy:	**Management of Patient Records**	THE UNIVERSITY OF TOLEDO 1872
Policy Number:	3364-140-25	
Department:	Transplant Administration (Nursing Service)	
Approving Officer:	Chief Nursing Officer Director, Renal Transplant Program Director, Pancreas Transplant Program	
Responsible Agent:	Transplant Coordinator	**Effective Date**: 7/1/2024
Scope:	The University of Toledo Medical Center	Effective Date: September 7, 2007

_____ New policy proposal	__X__	Minor/technical revision of existing policy
_____ Major revision of existing policy	_____	Reaffirmation of existing policy

(A)   Policy Statement

Each patient receiving evaluation for placement on the waitlist will have an accurate and up to date patient record.

(B)   Purpose of Policy

To maintain accurate, up to date clinical information regarding patients.

(C)   Procedure

1. Patients will be notified in writing within 10 business days of the following:
    ♦ Placement on the center's waitlist
    ♦ Decision not to place patient on waitlist
    ♦ Inability to make determination regarding waitlist status due to need for further clinical testing or documentation
    ♦ Removal from waitlist for reasons other than transplant or death.

2. Patient's medical record will contain:
    ♦ multidisciplinary care planning during the pre-transplant period will be found in the clinic record
    ♦ multidisciplinary discharge planning for post-transplant care will be found in the hospital inpatient medical record.

3. Patient's medical record will contain documentation of social service, financial counseling and Pharmacy Service. Nutritional needs are screened with the dietitian available and documented in the patient's medical record.

Approved by:		Review/Revision Date:
		12/2007
		1/30/2009
/s/		1/12/2010
Kurt Kless, MSN, MBA, RN, NE-BC	Date	11/28/12
Chief Nursing Officer/CNO		10/7/15
		10/26/2018
/s/		10/26/2021
Michael Rees, MD	Date	2/23/2024
Director, Renal Transplant Program		
/s/		
Kunal Yadav, MD	Date	
Director, Pancreas Transplant Program		
Review/Revision Completed By:		
Transplant Surgeon, Transplant Administrator		**Next Review Date:** 7/1/2027
Policies Superseded by This Policy:		