

Vermont Psychiatric Care Hospital Policy

Medical Records

Revised: X

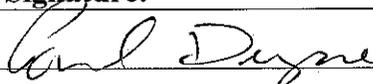
Date:

The Vermont Psychiatric Care Hospital (VPCH) creates and maintains a medical record for every individual evaluated or treated at the hospital in accordance with state and federal law and regulations.

VPCH has a Medical Record Service that has administrative responsibility for medical records.

The Medical Record Service is organized, equipped, and staffed to ensure completion, filing, and retrieval of medical records. The Medical Record Service is composed of Medical Records, Release of Information, Unit Clerk(s), and Word Processing/Transcription. Oversight of the Medical Record Service is provided by the Health Information Chief.

Each patient's medical record contains information sufficient to determine the degree and intensity of treatment provided, including: history of findings and treatment provided for the psychiatric condition for which the patient is hospitalized; complete psychiatric evaluation; individualized treatment plan based on an inventory of the patient's strengths and disabilities; progress notes at regular intervals written by professionals significantly involved in the patient's treatment; and a discharge summary.

Approved by:	Signature:	Date:
Paul Dupre, Commissioner, DMH		4-7-14