

Vermont Psychiatric Care Hospital Policy and Procedure		
Medical Record – Health Information Management Policy		
Effective: 12/19/18	Revised: February 2023	Due to Review: February 2025

POLICY

In accordance with state and federal laws and regulations, the Vermont Psychiatric Care Hospital (VPCH) creates and maintains a comprehensive medical record for individuals evaluated or treated at the hospital.

PROCEDURE

The VPCH Medical Record Department has administrative responsibility for each medical record. The VPCH Medical Record Department is organized, equipped, and staffed to ensure chart completion, retrieval, and release of individual medical records. Oversight of the Medical Record Department is provided by the Director of Quality or their designee.

VPCH medical records are maintained electronically in a cloud based Electronic Health Record (EHR) system which can only be accessed from within VPCH firewall. The EHR at VPCH is always available to VPCH clinical personnel and is automatically backed up daily.

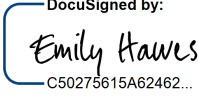
Some medical record documents remain in paper form. Documentation completed external to the EHR shall be scanned into the medical record and archived as legally reproduced copies. Once scanned, original documents are not formally archived external to the EHR, but copies may be filed in paper charts to ensure ease of access to direct care personnel.

If the EHR becomes unavailable, personnel shall revert to downtime procedures and the use of paper medical records. The EHR backup computer shall be utilized to obtain any electronic medical information (*i.e.*, MAR, Orders, etc.) that is needed.

Medical Record Department personnel shall accept advance directives, including any amendment, suspension, or revocation thereof, and Do Not Resuscitate (DNR) orders from any hospitalized individual at VPCH. Copies of any such advance directives and/or DNRs shall be scanned into the electronic medical record.

VPCH shall protect the privacy of individual protected health information (PHI) and has procedures for ensuring the confidentiality of medical records. The amount of information accessible in response to a request for information is limited to the purpose of need for the information. VPCH recognizes that individuals receiving direct services

have the right to request restrictions of the uses and disclosures of their PHI made in the process of carrying out treatment, payment, or health care operations or for the purpose of notifying other persons about or involving other persons in their care. Information from, or copies of records may be released only to authorized individuals/entities, and the hospital ensures that unauthorized individuals/entities cannot gain access to or alter medical records. Original or legally reproduced medical records shall be released by the hospital only in accordance with federal and state laws, court orders, or subpoenas.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	2/24/2023