

# Medical Record Documentation

## Policy

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It is the policy of UTM&B to initiate and maintain a complete and accurate medical record for every individual assessed, cared for, treated, or served. Documentation in the medical record shall be sufficient to identify the patient, support the diagnosis, justify the treatment, document the course and results of treatment, and promote continuity of care among health care providers. Medical record documentation is to be timely, meaningful, authenticated, and legible. All relevant documents and entries should be entered into the medical record at the time the service is rendered. The electronic medical record (EMR) must be used for documentation in all areas where its implementation has been completed.

Every individual documenting in the medical record is responsible for the entire content of his/her documentation, whether the content is original, copied, pasted, imported or reused. Those who document are responsible for the accuracy, medical necessity, and documentation requirements of each of their notes.

In addition, they are responsible for the proper maintenance of their In Basket by reviewing it regularly to prevent delinquencies in the medical record. Faculty members should ensure that resident notes are accurate and consistent with this policy at the time of co-signing any note.

More specific documentation requirements can be found in the [Medical Staff Bylaws](#), [Medical Staff Rules and Regulations](#), and the booklet, "The Medical Record and Health Information Management Services" published by the Department of Health Information Management (HIM).

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## Legibility

1. All entries must be legible, including handwritten/electronic signatures.
2. Black ink is recommended for hardcopy medical record entries.

## Patient Identification

1. Every page in the medical record or electronic medical record screen must be identifiable by patient name and complete medical record number (including the alpha suffix). It is preferred that this information be available on both sides of a document.
  2. If the Department of Health Information Management (HIM) receives documents with incomplete, illegible and/or missing patient identification, an attempt will be made to properly identify the patient. Documents successfully identified will be
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# Sample Medical Documentation

**Victor M. Corman**



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web engaged workers fully commit to their work and to the success of the company they put in more effort enhance productivity go out of their way to help others have fewer accidents and offer valuable suggestions on ways to increase efficiencies and improve the work environment empower your workers to take control of their own and their

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web 3 contribute to whs participative processes 3 1 raise whs issues in accordance with organisation procedures within appropriate timeframes 3 2 contribute to workplace meetings workplace inspections or other consultative activities 3 3 provide assistance to workgroup members or other stakeholders to contribute to workplace safety

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web task 5 question and answer q1 did your team have any concerns or issues with the new whs procedures you are implementing briefly explain q2 how could these issues be overcome q3 what legislation or industry standards do your new procedures comply with q4 what issues did you identify during the consultation process and what action did

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web 2 contribute to whs consultation 2 1 contribute to facilitating whs consultation and participation processes according to whs laws 2 2 identify and report barriers to effective whs consultation and participation processes to required personnel according to organisational policies and procedures 2 3

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web aug 18 2022 4 access and review current whs laws relevant to organisation 1 1 access and review current whs laws relevant to organisation s hazard identification and risk control processes whs legislation can be accessed from the following sources government and local government websites whs ohs regulators safe work australia the

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web contribute to whs risk assessment 4 1 identify individuals and or parties at risk of exposure to hazards and determine the nature severity and likelihood of potential harm 4 2 contribute to applying tools techniques and processes to identified hazards to assess risk according to risk management requirements

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