

75054 Patient Health Record Service

(a)

Each clinic shall establish and maintain a patient health record service which is systematically organized to provide a complete accurate correlated, and current health records for each patient which is filed in a centrally located area.

(b)

Personnel, space, equipment and supplies in the health record service shall be located to facilitate immediate retrieval of health information.

(c)

A person working in the clinic shall be responsible for the direction and supervision of the health record service to ensure that all patient records are accurately documented, completed, indexed and filed in the unit system. When the Department finds the health record service does not meet the standards set forth in these regulations, the clinic may be required to obtain the services of either a registered health information technician or registered health information administrator consultant to assist in establishing and maintaining the health record service.