

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	Organization Focused Functions
<b>CHAPTER 9:</b>	Management of Information
<b>PROCEDURE 9.1:</b>	<b>Authorization to Document in the Medical Record</b>
<b>REVISED:</b>	06/16/05;11/6/08;10/16/09; Reviewed 08/12; 3/03/16
<b>REVIEWED:</b>	4/25/18
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**PURPOSE:** Entries in the medical record are made only by individuals given this right as specified in hospital and medical staff policies.

**SCOPE:** All Clinical Staff and HIM

**PROCEDURE:**

The Medical Staff reviews requests from individuals/disciplines/clinicians to be granted permission to document in the patients' medical records.

**1. Persons Authorized To Document in the Medical Record**

The Medical Staff have privileged individuals/disciplines/clinicians to make entries in the patient's medical record as follows:

A. Medical Staff:

All members of the Medical Staff inclusive of:

1. Physicians
2. Psychiatrists
3. Doctors of Osteopathy
4. Physician Assistants
5. Dentists

B. Clinical/Discipline Specific Staff:

All clinical members of:

1. Nursing inclusive of Registered Nurses, Advanced Practice Registered Nurses, Licensed Practical Nurses, and Mental Health Workers;
2. Social Work;
3. Rehabilitation Therapies inclusive of professional and paraprofessionals;
4. Psychology;
5. Dietary;
6. Physical Therapy;
7. Hygienists and Dental Assistants; and
8. Pharmacists

C. Authorized Students in Clinical Disciplines

All progress notes and assessments completed by students must be co-signed by the supervising clinical staff.

D. Health Information Management

Probate Court representative of Health Information Management records the decisions of the court.

- E. Case Managers assigned to CVH patients
- F. Individuals with Approved Contracts
- G. Renal Dialysis Treatment documentation (i.e., flow-sheets) is recorded on forms provided by the dialysis nurse/physician under contract, and filed in the Consult section of the patient's medical record.

## **2. Not Authorized To Document in the Medical Record**

- A. Persons not authorized to document in the medical record are as follows.
  - 1. non-clinical employees,
  - 2. Patients' Rights Officer,
  - 3. the patient,
  - 4. family/significant other, or
  - 5. volunteers
- B. Materials received from any of these sources are filed in the Miscellaneous Section of the medical record.

*See also:*

Discipline Specific Policy and Procedure Manuals regarding Privileging and Credentialing protocols.