

- MOI.01.03** The hospital determines the retention time of patient medical records, data, and other information.
- MOI.01.04** Clinical staff, decision-makers, and other staff members are educated and trained on information systems, information security, and the principles of information use and management.

Standardized Use of Information

- MOI.02.00** Documents, including policies, procedures, and programs, are managed in a consistent and uniform manner.
- MOI.02.01** Leaders review, approve, and manage implementation of policies and procedures that guide and support patient care and services.
- MOI.02.02** The hospital uses standardized diagnosis and procedure codes and ensures the uniform use of approved symbols and abbreviations across the hospital.
- MOI.02.03** The hospital retrieves, disseminates, and transmits health information on a timely basis in a format that meets user expectations, and with the desired frequency.

Patient Medical Record

- MOI.03.00** The hospital initiates and maintains a standardized, accurate medical record for every patient assessed or treated and determines the record's content, format, and location of entries.
- MOI.03.01** As part of its monitoring and performance improvement activities, the hospital regularly assesses patient medical record content.

Standards, Intents, and Measurable Elements

Planning for Management of Information

Standard MOI.01.00

The hospital plans for managing information and selects processes to meet the needs of those who require data and information.

Intent of MOI.01.00

Information is generated and used during patient care, treatment, and services and for managing a safe and effective hospital.

The ability to capture and to provide information requires effective planning. Planning for information management may include the following:

- The hospital's mission
- Services provided
- Resources
- Access to affordable technology
- Usability and interoperability assessments
- Support for effective communication among caregivers

Planning incorporates input from a variety of sources who use data and information, including the following:

- Health care practitioners and other staff who provide clinical services
- Hospital leaders and department/service leaders