

determining the number of health care personnel required, and for educating the population on health risks within the country. It is used at an international level to compare health status of countries in a region or globally.

MR.9 There is a process to ensure availability of the medical records in a timely manner.

- MR.9.1 The hospital determines in a policy all disciplines who may have access to the medical records.
- MR.9.2 Care providers have access to current and past medical records.
- MR.9.3 Medical records are readily retrievable for each patient encounter.
- MR.9.4 Medical records are available within thirty minutes of being requested.
- MR.9.5 Medical records can be retrieved any time of the day.

Standard Intent:

Doctors, nurses and other health care professionals write up medical records so that previous medical information is available when the patient returns to the hospital. The medical record must therefore be available. This is the job of the medical record staff. If a medical record cannot be located, the patient may suffer because information, which could be vital for their continuing care, is not available. If the medical record cannot be produced when needed for patient care, the medical record system is not working properly and confidence in the overall work of the medical record service is affected.

MR.10 Medical records are consistently organized.

- MR.10.1 Individual medical records are securely compiled.
- MR.10.2 Medical records are organized into sections. (e.g., a section for test results, operative reports, consultations, discharge summary).
- MR.10.3 The different sections of the medical record are organized chronologically (e.g., the physician orders start with the initial set written when the patient was admitted to the hospital and end with the discharge order).
- MR.10.4 During each hospitalization episode, both in-patient and outpatient medical records are separated into different sections in the patients' medical record (e.g., for doctors' orders, nursing notes, progress notes).

Standard Intent:

To ensure security of medical record's forms and to prevent loss of patient information, forms should be securely held in the medical record either by a clip or fastener. A two-