
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HIM-0009
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON RETRIEVAL OF PATIENT'S CHART		Section / Department HEALTH INFORMATION MANAGEMENT SECTION
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OBJECTIVE: To establish proper retrieval of patient's records.

COVERAGE: Health Information Management Section

RESPONSIBILITY:
It shall be the responsibility of the HIM/medical record section staff to log borrowed charts.

POLICY:
This policy when implemented shall ensure proper and timely retrieval of charts.

PROCEDURES:

1. All patients for treatment and for consultation shall present their numbered hospital cards to the medical records section clerk.
2. Charts retrieved shall be recorded in the prescribed logbook.
3. Retrieval is set for 15 minutes; if not located, another 5 minutes is allotted for tracking down and checking.
4. Retrieved for tracking shall be forwarded by the MRS staff to their respective areas.
5. Charts shall be returned by the perspective staff from the areas to the medical records section.

Date of Implementation:
This policy was implemented since 1978

Date of Review:
March 2011, July 2018, August 2022