



Provincial Health Services Authority

## Chart Format/Order of Assembly policy

**Summary of Changes: change in name to BC Cancer and change to new format**

NEW		Previous
BC Cancer		HIM 060-IV-A-40 Diagnostic /Therapeutic Orders

Released:	DD/MMM/YYYY	Next Review:	DD/MMM/YYYY	
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# ChartFormat/OrderofAssemblyPolicy

## 1. Introduction

### 1.1. Purpose

To provide a policy Re: chart format/order of assembly.

### 1.2. Scope

This policy applies to all BC Cancer Medical and Clinical Staff

## 2. Policy

**2.1** In order to ensure uniformity and facilitate access within health records, all British Columbia Cancer patient records will conform to a standard format of presentation.

**2.2** The Clinical Records Committee will be responsible for:

1. Determining the standard composition and order of all health records (paper and electronic)
2. Authorizing selected forms for use in the record;
3. Approving markings that are acceptable for use throughout the record:  
(Handwritten notes and markings will not be made in the narrative section of the record.)

**2.3** All chart forms (paper and electronic) will be filled according to the standard order determined by the Clinical Records Committee

## 3. Responsibilities and Compliance

All Medical/Clinical Staff are responsible for complying with this policy.

## 4. References

[H:\EVERYONE\MedicalStaff\Policy Reference Documents\MEDICAL STAFF RULES PHSA BD \(Feb 5.09\) .pdf](H:\EVERYONE\MedicalStaff\Policy Reference Documents\MEDICAL STAFF RULES PHSA BD (Feb 5.09) .pdf)

Released:	17/Jan/2019	Next Review:	22/Nov/2018	
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<b>Approving Body:</b>	Medical Advisory Committee		
<b>Final Sign Off:</b>	<b>Name</b>	<b>Title</b>	<b>Date Signed</b>
	Dr. Lorna Weir	Chair, MAC	17-Jan-2019
<b>Developed By:</b>	<b>Name</b>	<b>Dept.</b>	<b>HO</b>
	Clinical Records Committee		22-Nov-2018
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