

Forms Design and Control

1. Introduction

1.1. Purpose

This policy addresses the use of forms that are part of the patient health record at Providence Health Care (PHC).

1.2. Scope

All PHC sites, programs, and services.

2. Policy

The PHC Forms Committee is responsible for regulating and approving the creation and revision of all forms including preprinted and electronic forms used in the patient health record or for clinical use across PHC.

The role of the Forms Committee is to promote patient safety and best practice by ensuring consistency for clinical documentation, cost effective and efficient implementation, and forms inventory management.

Forms not reviewed and approved by the committee are not permitted to be used in PHC Facilities.

This committee reports to the PHC Professional Practice Committee and escalates concerns to the Executive Director of Professional Practice, Nursing and Clinical Informatics.

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Approved By:	PHC			
	Senior Leadership Team / Executive Sponsor: Chief Operating Officer, Acute Care and Chief of Professional Practice and Nursing			
Owners:	PHC			
	Professional Practice and Nursing			
Revision History:	Version	Date	Description/ Key Changes	Revised By
	2	31-January-2017		Professional Practice
	3	22-September-2021	Change clinical record to 'patient record' and name of Committee	Professional Practice