



Provincial Health Services Authority

## Health Record Movement/Transportation within BC Cancer 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:	20-12-2018	Next Review:	DD/MMM/YYYY	
				Page 1 of 4
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

# HEALTH RECORDS MOVEMENT/TRANSPORTATION WITHIN BC CANCER

## 1. Introduction

### 1.1. Purpose

To provide a policy Re: health record movement/transportation within BC Cancer.

### 1.2. Scope

This policy applies to all who use the health record.

## 2. Policy

**2.** In order to ensure accessibility and security, all BC Cancer patient paper records will be located and transported within BC Cancer as follows:

**2.1** Inactive charts will be filed in the Health Record Management

**2.2** Where several requests are made for a specific record, the record will be made available according to the following areas of priority:

- (a) Clinic location of the patient;
- (b) Doctor's office (most responsible physician; treating physician; alternate);
- (c) Health Information Management, Transcription Services;
- (d) Pathology/Diagnostic Imaging;
- (e) Ancillary patient care staff (social work, physics, etc.);
- (f) Health Information Management (Technical Services/equivalent);
- (g) Approved research requests.

**2.3.** Records will be returned within 4 weeks; where possible, records will be handled expeditiously and returned to Health Information Management within 24 hours.

**2.4** All areas will keep patient records in an accessible but secure location.

Released:	20-12-2018	Next Review:	DD/MMM/YYYY	
				Page 2 of 4
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

## HEALTH RECORDS MOVEMENT/TRANSPORTATION WITHIN BC CANCER

**2.5** All patient record movements will be documented in Chart Tracking.

**2.6** Patient records will not be removed from doctor's offices except where necessary for direct patient care, and where removed, the doctor's office will be notified and the chart returned as soon as possible.

**2.7** All patient records will be transported by BC Cancer staff or volunteer members, not by patients.

### **3. Responsibilities and Compliance**

All BC Cancer staff who have access to the paper record are responsible for compliance with this policy.

### **4. References**

[http://shop.healthcarebc.ca/CST\\_Documents/HealthRecordPolicy.pdf](http://shop.healthcarebc.ca/CST_Documents/HealthRecordPolicy.pdf)

Released:	20-12-2018	Next Review:	DD/MMM/YYYY	
				Page 3 of 4
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

# HEALTH RECORDS MOVEMENT/TRANSPORTATION WITHIN BC CANCER

**\*\*Last page of document\*\***

<b>First Issued:</b>	1-Oct-1989; 26-Feb-2013; 18-Apr-2013		
<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, Medical Advisory Committee	20-Dec-2018
<b>Developed By:</b>	<b>Name</b>	<b>Dept.</b>	<b>HO</b>
	Clinical Records Committee		
<b>Owner(s):</b>			
<b>Posted Date:</b>	DD-MMM-YYYY		
<b>Version:</b>	3.0		
<b>Revision:</b>	<b>Name of Reviser</b>	<b>Description</b>	<b>Date</b>
	Clinical Records Committee		27-11-2018

Released:	20-12-2018	Next Review:	DD/MMM/YYYY	
				Page 4 of 4

This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.