BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING RECORDS REVIEW POLICY

) RESOLUTION 08-2010
) ADOPTING RECORDS
) REVIEW POLICY

WHEREAS, it is now a requirement of Family Planning Reproductive Health Title X that Northeast Tri County Health District Health Officer or Deputy Health Officer periodically review a sample of medical records for compliance with accepted standards of care and documentation; AND

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District to adopt the attached Family Planning Medical Records Review Policy and Procedure.

Done this 21st day of July, 2010 in Republic, Washington and effective immediately upon signatures as of this date.

Dale Acts
Board Member, City of Republic

Brad J. Miller
Board Member, Ferry County

H. Clarence Beusman
Board Member, City of Chewelah

John O. Fiedler
Board Member, Ferry County

Board Member, City of Newport

John D. Hanley
Board Member, Pend Oreille County

Health Officer

Health Officer

Board Member, Pend Oreille County

Board Member, Stevens County

Board Member, Stevens County
Northeast Tri County Health District
Family Planning Medical Records Review Policy and Procedure

Subject: Medical Records Review  
Effective Date: 06/01/2010  
Revision Dates: (Date)

Prepared/Reviewed by: Joanie Christian  
Health Officer Approval: (Date)

Administrator Approval: (Date)

Policy: The Health Officer or Deputy Health Officer of Northeast Tri County Health District will periodically review a sample of medical records for compliance with accepted standards of care and documentation.

Medical records review is a way to verify that clinic staff adhere to medical standards as selected and implemented by the clinical staff and medical director. Systems changes and education will strengthen clinic services and their documentation when deficiencies are found. Medical record reviews may focus on:

- Specific problems (diagnosis and treatment of chlamydia, use of DMPA, management of abnormal Pap tests)
- Types of visits (annual health assessment, pregnancy tests, birth control method starts)
- Clinicians’ performance (documentation, referrals, adherence to protocols and standards)
- Services (pharmacy dispensing, laboratory management)

Process:

- 10% of client medical records from the Colville, Newport and Republic clinic sites will be reviewed on an annual basis.
- The Health Officer or designee, requests a representative sample of records, depending on the review focus. The sample should be randomly selected within the parameters of the visit type, clinician’s care, or problem to be evaluated. The sample should be recent; perhaps limited to the time elapsed since the last review.
- Records are reviewed for standard elements using a checklist/tool.
- Findings are to be reviewed by the Administrator and/or Community Health Director, who will make recommendations for improvement based on the findings.
- Findings and quality improvement recommendations will be shared with the clinical staff and may be incorporated into an individual’s performance plan and/or agency quality improvement plan.
- Recommendations will include expectations for future reviews to occur on the established routine schedule or more frequently to address deficiencies.
- The Administrator/Community Health Director will retain documentation of reviews, recommendations, training and outcomes.

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Adopted:7/21/10