

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-10

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SUBJECT: Coding and Indexing Inpatient Records

EFFECTIVE DATE: August 2009

SUPERCEDES DATE: April 2000

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## PURPOSE

To provide outlines for coding and indexing practices for the inpatient record.

## POLICY

The DSM Manual, current edition, will be used if coding is done for psychiatric diagnosis. (Diagnostic and Statistical Manual of Mental Disorders by the American Psychiatric Association)

The International Classification of Disease, Clinically Modified, current edition, will be used for coding physical diagnoses and operative procedures.

## PROCEDURE

1. All assigned codes will be entered in the inpatient record on the inpatient face sheet only.
2. All assigned codes will be entered in the appropriate OPUS screens.
3. An inpatient health care facility may maintain
  - a. A disease index
  - b. An operative index if appropriate
  - c. A list of diseases and conditions by code for case mix analysis
  - d. A list of procedures performed at facility
4. A patient index shall be maintained at each inpatient health care facility.
5. A death registry shall be maintained at each inpatient facility, to consist of the following data:
  - a. Inmate Patient Name
  - b. Inmate Number
  - c. Date of Death
  - d. Cause of Death (Diagnosis)
  - e. Physician
  - f. Optional:
    1. Autopsy
    2. Medical Examiner's Case
    3. Other data

*Paula Y. Smith, M.D.*

8/13/09

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Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Record Director