

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-13

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SUBJECT: Forms Management

EFFECTIVE DATE: May 2008
SUPERCEDES DATE: May 2005

PURPOSE

To provide guidelines for the approval, use, and distribution of medical records forms.

POLICY

Only those forms approved by the Medical Records Committee and included in the Compendium of Forms shall be authorized for inclusion in the Medical Record. Use of individualized and unauthorized forms is prohibited.

PROCEDURE

I. New / Revised Forms

- A. Draft copies of proposed forms and revisions to existing forms are to be submitted to the Medical Records Manager of Health Services.
- B. The Medical Records Manager will submit drafts of new and renewed forms to the Medical Records Committee.
- C. The Medical Record Committee will evaluate submitted drafts for value to department, simplicity, efficiency of design, and span of usage.
- D. After new / revised forms have been approved, Health Services Medical Record Department will arrange for printing of approved medical forms and communicate with warehouse personnel concerning revisions, deletions, and additions of those forms stocked in the warehouse.
- E. The Nurse Manager, Medical Records Assistants and appropriate staff at each facility will be notified of the new and revised forms via memo with a copy of each new / revised form when the Compendium of Forms is updated.

II. Compendium of Forms

The Compendium of Forms is a resource manual that includes a sample of each outpatient form that has been approved for use by health care providers. In addition to being a resource tool, it can be used for orientation of new employees.

- A. Requirement
The Medical Records Department at Health Services compiles and distributes a Compendium of Forms to include all medical and administrative forms approved for use by health care personnel.
- B. Distribution
Health Services staff (Central Region offices) along with each prison faculty will be supplied a minimum of one (1) copy of the Compendium of Forms. Institutions will be provided additional copies based on their medical mission.
- C. Updates
The Compendium of Forms is reviewed annually. Updates will be issued with complete instructions for addition, deletion, or revision of forms.
- D. If a correctional facility closes, the Compendium of Forms should be returned to the Health Services Medical Record Department for reissuing.



5/30/08

Paula Y. Smith, M.D., Director of Health Services

Date

SOR: Medical Record Manager