

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-2

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SUBJECT: Medical Record Committee

EFFECTIVE DATE: April 2000

SUPERCEDES DATE: June 1996

PURPOSE

To assess new and existing forms for uniformity, redundancy, usefulness and simplicity. To review medical record services, policies and procedures within the Department of Correction.

POLICY

There shall be a Medical Records Committee for the Division of Prisons, appointed by the Director of Health Services.

- A. The Medical Records Committee shall perform the following duties:
 - 1. Review, Monitor, and Recommend Changes in Medical Record Services
 - 2. Control Medical/Mental Health Record Forms

- B. The committee shall consist of at least the following members:
 - 1. Medical Record Manager for the Division of Prisons
 - 2. Medical Record Managers from Division of Prisons Inpatient Facilities
 - 3. Nursing Representatives
 - 4. Physician
 - 5. Pharmacist
 - 6. Dentist
 - 7. Health Treatment Administrator
 - 8. Mental Health Services Representative
 - 9. Standards Director for the Division of Prisons, Health Services
 - 10. Other health professionals as deemed necessary

- C. This committee shall meet at least quarterly.

- D. The committee's primary tasks are as follows:
 - 1. Establish uniformity of medical/mental health forms
 - 2. Maintain consistency in record format and content throughout the correctional system
 - 3. Review and update medical record policies and procedures.

- E. The committee's recommendations will be forwarded to the Director of Health Services.



5/14/02

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Record Director