

# PSYCHIATRIC HEALTH FACILITY POLICIES AND PROCEDURES

COUNTY OF SANTA BARBARA  
DEPARTMENT OF ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section:</b>	NURSING--GENERAL POLICIES		
<b>Subject:</b>	CHART STORAGE, MAINTENANCE & ACCESSIBILITY		
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<b>Director's Approval:</b>	_____	<b>Date:</b>	_____
<b>Assistant Director's Approval:</b>	_____	<b>Date:</b>	_____

<b>POLICY:</b>	All active patient charts will be stored in a manner that maximizes their accessibility and availability to all staff.
<b>GOALS:</b>	<ol style="list-style-type: none"> <li>1. Ensure confidentiality of patient records.</li> <li>2. Allow for timely access to patient's records to ALL staff who need to use them.</li> <li>3. Ensure accountability for all charts that are removed from the nurse's station.</li> </ol>
<b>PROCEDURE:</b>	<ol style="list-style-type: none"> <li>1. All charts must be stored in the designated slot in the chart rack when not in immediate use.</li> <li>2. Each staff person shall remove only ONE chart at a time for use.</li> <li>3. When charts are removed from the nursing station a "sign-out" card must be filled out with the staff person's name, the patient's name and the date entered. The card shall be placed in the corresponding slot in the chart rack until it is returned at time of completion.</li> <li>4. Exceptions would include:             <ol style="list-style-type: none"> <li>a. Treatment Planning meetings</li> <li>b. Chart is being used in the nursing station</li> <li>c. Charts after 5pm or before 8am are not in high use.</li> </ol> </li> </ol>

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