

Electronic Health Records (EHR)

I. Policy

Electronic Health Records and all health care documentation should be treated confidentially in a manner complying with state and federal regulations (e.g., HIPAA). Student Health Center (SHC) staff will maintain primary responsibility for the care, distribution, protection, and utilization of the health records.

II. Procedure

A. Paper Records

1. Personal Health Information (PHI) recorded on paper should be filed and stored in a locked area that is protected from unauthorized individuals.
2. Paper records should be scanned into the patient's electronic medical record as soon as possible.
3. Once scanned into the EHR, the paper copy may be destroyed in a manner appropriate for confidential records as long as the paper copy does not have additional anticipated purpose.

B. Electronic Records

1. Electronic devices used to access the EHR should be locked each time the staff member steps away from his or her work area.
2. Patient records should **never** be left unattended or in view of unauthorized individuals.

III. Electronic Medical Record Content

A. Patient Demographics

1. Contact information
2. Name
3. Date of Birth
4. Gender/Gender preference
5. Insurance
6. Patient student Identification number
7. Billing Method
8. Communication Preference
9. Consent to treat/Financial policy
10. Consent Forms: as Necessary

B. Patient Summary

1. Allergies
2. Current Medication
3. Social History
4. Medical History
5. Family History

6. Surgery History

C. Intake

1. Date
2. Vital Basic
3. Female Exam Intake
4. Intake
5. Orthostatic Vitals
6. Peak Flow
7. Vision Screen Intake
8. Nurse Education/Counseling

D. SOAP Note

1. Subjective
2. Objective
3. Assessment
4. Plan

E. Progress Note

IV. Attachments

None

V. References

1. AAAHC Chapter 6 “Clinical Records and Health Information” , Standards A, B,C, E, D
2. Health Information Portability and Accountability Act
3. <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html>
4. <https://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm>