|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MEDICAL RECORDS - DISASTER PLAN | | | | NO. 172C | |
| In case of a disaster within the facility (i.e. fire/water damage), it will be the Medical Record Coordinator’s duty to ensure that the medical records are taken to a safe location designated by the Administrator and that they are locked in a secure area. The Medical Records Coordinator will then return to the Director of Nurses or nurse in charge for assignment of duties in helping to move patients to safer areas. If the Medical Records Coordinator is not available, the nurse on duty will assume this responsibility after patient safety has been established.  When the emergency evacuation of patients to another facility or another location within the facility isnecessary, the medical records at the nurses' station will be sent with the patients. A list should be made of each patient's name and where they are sent.  In cases where there are several hours advance warning, the Medical Records Coordinator should remove medical records in the time allowed. These records should be taken to a secured area and locked until the Administrator has verified that they can be returned to the facility.  STORAGE OF RECORDS - Records of the persons served are contained both on computer and in hard copy formats. The charts are not locked, are located at each nurses' station, and are readily accessible to staff. Thinned records are maintained in fireproof and water resistant file cabinets in the Medical Records Coordinator's office.  Computerized medical records are backed up daily with the disks filed weekly in a fireproof, water resistant safe to prevent loss. | | | | | |
| Approved: | Effective  Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |