

DEPARTMENTAL POLICY AND PROCEDURE (dPP)

DEPARTMENT: MEDICAL RECORDS

TITLE/DESCRIPTION

POLICY NUMBER MEDICAL RECORD DOCUMENTATION GUIDELINES

DPP-MRD-002-V5

Effective Date

revision due

03-04-1440H Replaces Number of pages	03-03-1443H	DPP-MRD-002-V4	Page 1 of 4
APPROVED BY	APPLIES TO		
HOSPITAL DIRECTOR			

PURPOSE

1. To provide the maximum safety to patients.
2. For smooth working

DEFINITION

Documentation- The act or an instance of the supplying of documents or supporting references or records.

RESPONSIBILITIES

Medical record staff

POLICY

It is the policy of RCH to ensure the completeness of medical records by using documentation guidelines.

PROCEDURES

Rafha Central Hospital provides medical record documentation guide lines which are very essential. Consistent, current and complete documentation in the medical record, is an essential component of quality patient care.

The following 21 elements reflect a set of commonly accepted standards.

Rafha Central Hospital will use these 21 elements to develop standards for medical record documentation.

We consider 6 of the 21 elements as core components to medical record documentation.

Core elements are indicated by an asterisk (*).

1. Each sheet in the record contains the patient's name and Medical Record Number (MRN).
2. Personal biographical data include the address, employer, home and work telephone numbers and marital status.

Medical Documentation Guidelines

Lippincott Williams & Wilkins



Medical Documentation Guidelines:

Guide to Documentation Requirements in the Medical Record Maryland Medical Record Association. Ad hoc Committee on Documentation, 1977

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Documentation for Athletic Training Jeff G. Konin, Margaret Frederick Thompson, 2024-06-01 Documentation for Athletic Training Third Edition provides all the important and relevant information that a practicing athletic trainer needs to

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