



POLICY LIST – HEALTH INFORMATION MANAGEMENT

- SECTION 1 - ETHICS** **ETH**
 - MISSION.....HIM.ETH.01
 - PHILOSOPHYHIM.ETH.02

- SECTION 2 – PERFORMANCE IMPROVEMENT****OPI**
 - PERFORMANCE MANAGEMENT HIM.OPI.01
 - TRAINING AND DEVELOPMENT HIM.OPI.02
 - PERFORMANCE IMPROVEMENT PLAN HIM.OPI.03
 - NAME ENTRY STANDARDS HIM.OPI.04
 - NAME EDITING STANDARDS HIM.OPI.05
 - MEETING MINUTES HIM.OPI.06
 - MEETING AGENDA HIM.OPI.07
 - DEPARTMENTAL MEETINGS HIM.OPI.08

- SECTION 3 – HUMAN RESOURCE MANAGEMENT****HRM**
 - ATTENDANCE HIM.HRM.01
 - EMPLOYEE REQUESTS FOR TIME OFF HIM.HRM.02
 - MEDICAL CLEARANCE HIM.HRM.03
 - PERSONAL TELEPHONE CALLS HIM.HRM.04
 - EMPLOYEE PHOTO IDENTIFICATION BADGE HIM.HRM.05

- SECTION 4 – DEPARTMENT ORGANIZATION****ORG**
 - JOB LADDER – MS WORD® VERSION HIM.ORG.01
 - JOB LADDER - MS VISIO® DRAWING HIM.ORG.02
 - ORGANIZATION CHART – MULTI-LEVEL HIM.ORG.03
 - ORGANIZATION CHART – HIGH -LEVEL HIM.ORG.04
 - ORGANIZATION CHART – MID-LEVEL HIM.ORG.05

 - SECTION 4.1 – JOB DESCRIPTIONS**..... **ORG**
 - HEALTH INFORMATION MANAGEMENT DIRECTOR*HIM.ORG.01*
 - HEALTH INFORMATION MANAGEMENT MANAGER*HIM.ORG.02*
 - HEALTH INFORMATION MANAGEMENT SUPERVISOR*HIM.ORG.03*
 - HEALTH INFORMATION MANAGEMENT TEAM LEAD*HIM.ORG.04*
 - HIM ANALYST REPRESENTATIVE I*HIM.ORG.05*
 - HIM ANALYST REPRESENTATIVE II*HIM.ORG.06*
 - HIM CHART ASSEMBLY REPRESENTATIVE I*HIM.ORG.07*
 - HIM CHART ASSEMBLY REPRESENTATIVE II*HIM.ORG.08*
 - CLINICAL DOCUMENTATION MANAGER*HIM.ORG.09*
 - CLINICAL DOCUMENTATION REPRESENTATIVE I*HIM.ORG.10*
 - CLINICAL DOCUMENTATION REPRESENTATIVE II*HIM.ORG.11*
 - MEDICAL NECESSITY COORDINATOR*HIM.ORG.12*
 - NURSE AUDITOR*HIM.ORG.13*

- SECTION 5 – REVENUE CYCLE MANAGEMENT** **RCM**
 - REVENUE CYCLE COMMITTEE.....HIM.RCM.01
 - KEY PERFORMANCE INDICATOR REPORTINGHIM.RCM.02
 - DISCHARGE-NOT-FINAL-BILLED REPORTING STANDARDSHIM.RCM.03

- SECTION 6 – GENERAL**..... **GEN**
 - ABBREVIATIONS - PROHIBITED HIM.GEN.01
 - ACCESS TO AUTOMATED RECORDS HIM.GEN.02
 - DESIGNATED RECORD SET..... HIM.GEN.03



POLICY LIST – HEALTH INFORMATION MANAGEMENT

- RETENTION AND DESTRUCTION SCHEDULE OF MEDICAL RECORDS HIM.GEN.04
- RETRIEVAL OF PATIENT TYPE RECORDS FOR ELECTRONIC RECORDS HIM.GEN.05
- CONTENT OF THE HEALTH RECORD..... HIM.GEN.06
- DELINQUENT RECORDS AND USE OF JOINT COMMISSION REPORT FORMHIM.GEN.07
- RETRIEVAL OF PATIENT TYPE RECORDS FOR ELECTRONIC RECORDS HIM.GEN.08
- DISASTER PLAN..... HIM.GEN.09
- UNIT RECORD NUMBERING SYSTEM..... HIM.GEN.10
- FORMS MANAGEMENT..... HIM.GEN.11
- LOST RECORD RECONSTRUCTION, NOTIFICATION AND BILLING IMPACTSHIM.GEN.12

- SECTION 7 – ELECTRONIC RECORD RECORDING..... ERR**
 - ESTABLISHING AND CLOSING A MEDICAL RECORD..... HIM. ERR.01
 - MEDICAL RECORD PREPARATION - PREPPING, SCANNING AND INDEXINGHIM. ERR.02
 - MEDICAL RECORD PREPARATION - PRODUCTIVITY..... HIM. ERR.03
 - EMR CHART ORDER AND CHRONOLOGY HIM. ERR.04
 - ANALYSIS OF PATIENT RECORDS HIM. ERR.05
 - MASTER PATIENT INDEX – DUPLICATE RECORDS..... HIM. ERR.06
 - RE-ADMISSIONS – USE OF PREVIOUS OR NEW RECORDS HIM. ERR.07
 - AMENDMENTS TO THE CLINICAL RECORD HIM. ERR.08
 - AUDIT TRAIL OF ACCESS TO THE ELECTRONIC RECORD HIM. ERR.09

- SECTION 8 – CODING COD**
 - STANDARDS OF ETHICAL CODING..... HIM. COD.01
 - OFFICIAL CODING GUIDELINES HIM. COD.02
 - PRODUCTIVITY STANDARDS FOR PATIENT RECORD TYPES HIM. COD.03
 - CODING QUALITY REVIEW HIM. COD.04
 - CLINICAL DOCUMENTATION IMPROVEMENT (CDI) QUERY PROCESS HIM. COD.05
 - DEFINITIONS – INTERNALLY CODED RECORDS VS CDI QUERY PROCESSHIM. COD.06

- SECTION 9 – RELEASE OF INFORMATION..... ROI**
 - CONFIDENTIALITY HIM. ROI.01
 - HIM CONFIDENTIALITY STATEMENT..... HIM. ROI.02
 - RELEASE OF INFORMATION..... HIM. ROI.03
 - SUBPOENA AND COURT ORDER RESPONSE..... HIM. ROI.04
 - FAXING OF PROTECTED HEALTH INFORMATION HIM. ROI.05
 - GENERAL RELEASE GUIDELINES – HIPAA AND HITECH HIM. ROI.06

- SECTION 10 – SECURITY OF PAPER AND ELECTRONIC RECORDS..... SEC**
 - PHYSICAL SECURITY OF THE HIM DEPARTMENT HIM. SEC.01
 - ELECTRONIC HEALTH RECORD SYSTEM BACKUP HIM. SEC.02
 - INFORMATION SYSTEM PASSWORDS..... HIM. SEC.03

- SECTION 11 – HIPAAHIP**
 - ACCOUNTING OF DISCLOSURE HIM. HIP.01
 - REQUEST AMENDMENT AND FORMS HIM. HIP.02
 - REQUEST FOR RELEASE OR PROTECTED HEALTH INFORMATION..... HIM. HIP.03
 - DISCLOSURES BY REQUESTER TYPE..... HIM. HIP.04
 - RECORD COPY COSTS HIM. HIP.05
 - CALCULATION COSTS – ACCOUNTING FOR DISCLOSURES..... HIM. HIP.06
 - PRIVACY BREACH NOTIFICATION HIM. HIP.07
 - PRIVACY BREACH SANCTION GUIDELINES..... HIM. HIP.08
 - HIPAA PRIVACY TRAINING REQUIREMENTS HIM. HIP.09



POLICY LIST – HEALTH INFORMATION MANAGEMENT

- RECOVERY AUDIT CONTRACTOR RESPONSIBILITY..... HIM. HIP.10
- BREACH NOTIFICATION..... HIM. HIP.11