

Records Policy



COMPLETE AND ACCURATE RECORDS:

REQUIREMENTS FOR RECORDS:

The administrator of this facility is responsible for assuring that record policies and procedures are implemented in this facility.

INDIVIDUAL RESIDENT CARE RECORD:

An individual resident care record will be maintained for each admission with all entries kept current, dated, and signed. All paper records will be recorded legibly in ink. This facility may also utilize and maintain certain records electronically for each resident.

RESIDENT RECORD RETENTION:

Records for each resident in this facility will be preserved in a safe location protected from fire, theft, and water damage for a period of not less than three (3) years. This facility protects and secures resident records through various systems, including the use of secure electronic record systems, protected access to resident records, and secure access to locked areas used to store resident records.

RESIDENT RECORD CONFIDENTIALITY:

This facility will safeguard resident information against loss, destruction, and unauthorized use. This facility will safeguard with access through the use of secure electronic record systems, protected access to resident records, and secure access to locked areas used to store resident records.

STAFF ACCESS:

Resident care records of current residents will be available to direct care staff at all times in this facility.

ELECTRONIC RECORDS:

This facility has the ability to print records maintained electronically in this facility.

ACCESSIBILITY OF RECORDS TO SURVEY STAFF:

Survey staff will have complete and immediate access to resident and facility records in this facility.

RECORDS:

The administrator will assure that facility policies and procedures for record keeping are implemented and followed as described below:

Records Information:

Entries will include date, time, name, and title of the person making the entry. Staff will sign each entry made by him/her during his/her shift.

Records Policy

**Availability of Records:**

Resident care records will be available at all times to caregivers when on duty in this facility.

Electronic Records:

Electronic records will be able to be printed in this facility at the request of the resident, legal guardian, payer, or survey agency.

Records Policy



ELECTRONIC RECORDS POLICIES AND PROCEDURE POLICY

The privacy and integrity of electronic records will be protected against loss, destruction, and unauthorized use. Only authorized individuals may access the electronic records system; create, review, add, edit, delete, archive, retrieve, copy, or print electronic information; or sign a record using an electronic signature. Employees violating this policy will face disciplinary action, up to, and including termination.

PROCEDURES

ACCESS TO ELECTRONIC RECORDS

- A. Combined log in names and passwords will be unique through use of the following:
 - 1. A profile will be established for each individual prior to allowed access to the system.
 - 2. A log in name will be issued after an individual is profiled.
 - 3. A third-party current email address will be necessary prior to any individual being profiled.
 - 4. When the profiling process is complete, a randomly generated password will be sent to the current third-party email address of the profiled individual. This process ensures that this individual and only this individual will have access to their unique password. The profiled individual may change their password after they initially access the system.
- B. Sharing of passwords is prohibited.
- C. New log in names and passwords will immediately replace lost or compromised log in names and passwords, using the established procedures listed in this policy.

ELECTRONIC SIGNATURES

- A. All electronic signatures will be unique through use of the following:
 - 1. A log in name will be issued by the administrator.
 - 2. The individual's Social Security number or similarly formatted number will be entered and a third-party current email address will be required.
 - 3. A password will be issued to the profiled individual's third party current email address.
 - 4. The password will be a randomly generated set of characters.
 - 5. The password may be changed at the time the individual retrieves the password and initially logs onto the system.
 - 6. The authenticated individual may maintain a certificate on record in their third-party current email address that verifies system authentication and access.
- B. Electronically signing a record will require the signature box to ask for log in name, password, and last four digits of the individual's social security number or similarly formatted number.
 - 1. This information will be verified and the user cannot sign unless all information matches with the most current records in the system.
- C. The use of an electronic signature by anyone other than their owner is prohibited.
- D. Electronic signatures will include the date, time, name, and title of the person making the entry. Staff will sign each entry made by him/her during each shift.

Records Policy



- E. Electronic signatures must be linked to their respective records.
- F. Users will be accountable for actions bearing their electronic signature.

RESIDENT ACCESS:

- A. Residents will have access to personal records within one (1) business day of the request.

FACILITY AND RESIDENT RECORDS:

- A. Records are preserved in a safe location protected from fire, theft, and water damage for at least three (3) years.
- B. In the event of a disaster, electronic resident records can be recovered.
- C. Confidentiality of resident information is safeguarded against loss, destruction, and unauthorized use.
- D. Records maintained electronically and signed electronically will be identified. Electronic records maintained by this facility include: Resident Profiles; Resident Assessments and Negotiated Service Agreements; Daily Logs; Progress Notes; Temporary Care Plans; MAR and Medication Records; Self Administration of Medications Assessments; Event Reports; Wound/Skin Issues; and Employee Incident Reports.
- E. Electronic records maintained in the facility can be printed.

ACCESS TO FACILITY AND RESIDENT RECORDS:

- A. Resident care records of current residents will be available to direct care staff at all times.
- B. Immediate access will be allowed to resident records and facility records by surveyors and others authorized by law.