Procedure C-7: Chart Archiving – EHR

With the implementation of the EHR, chart and record archiving has changed. As paper charts are phased into the EHR, the SBCs will send them to Minneapolis Health to be archived following the City's record retention policies.

The SBCs will also follow a procedure to archive an electronic chart within the EHR.

I. Records to be Archived

A. The following types of records should be sent to Minneapolis Health ASAP to archived as they are no longer used:

1. Schedule Book pages (no longer be used after May 2012)
2. Family Planning Tickler logs (no longer used after May 2012)
3. Lab Logs (no longer used after August 10, 2012)
4. Medication Logs (no longer used after August 10, 2012)
5. Vaccine & Injection Logs (no longer used after August 10, 2012)

II. Paper Chart Archiving

A. Paper Chart Abstraction

1. Essential elements of a patient's existing paper chart will be abstracted into the EHR prior to the patient's first visit after Friday, August 10, 2012. Procedures for chart abstraction can be found in the *EHR How-to Guide 8: Chart Abstraction*.
2. Chart management should take place after each appointment, however clinic staff should verify this has been completed during chart abstraction.
    a. All non-essential papers should be removed from the chart.
    b. Verify all documents have the necessary identifying information on all sides, are signed and in proper chart order.
    c. Verify all documents are properly clipped inside the chart.
3. The following forms can be shredded after being inputted or scanned into the EPM:
    a. Registration forms
    b. Insurance forms
    c. Sports Physical forms
    d. Consent forms
    e. Data Privacy Acknowledgments
    f. Personal Health History
    g. PSC-Y

B. Stop Light System: Paper Chart Phase-out

The SBCs will no longer wait until the end of the school year to send paper charts to be archived. The following procedure will be used to phase-out a paper chart as it becomes obsolete.

1. Clinical Appointments

If the patient has an active existing medical chart, follow this procedure:

a. At chart abstraction, a **green** dot will be placed on the front cover of the chart and the SBC staff member will write a "C" for clinical on the dot.

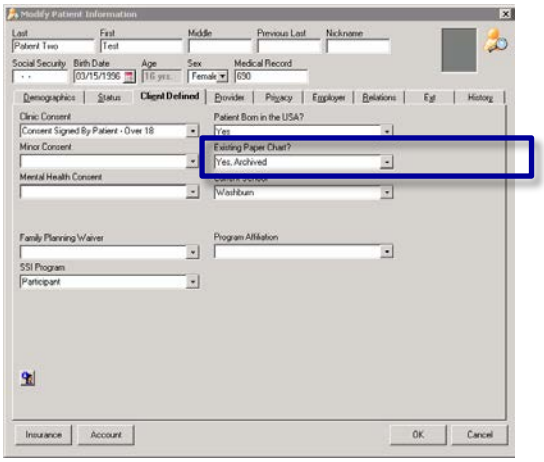
b. The next time the chart is accessed by a provider, a **yellow** dot will be added to the front cover of the chart and the SBC staff member will write a "C" for clinical on the dot.

c. The next time the chart is accessed by a provider, a **red** dot will be added to the front cover of the chart and the SBC staff member will write a "C" for clinical on the dot.

i. The provider should ensure all essential information from the paper chart has been entered in the EHR.

ii. The paper chart should then be placed in a red envelope inside the locked courier bin to be sent to Minneapolis Health to be archived.

iii. The *Existing Paper Chart?* field in the EPM under the *Client Defined* tab should be switched to *Yes, Archived*.



2. Mental Health Appointments

If the patient has an active existing mental health chart, follow this procedure:

a. At chart abstraction, a **green** dot will be placed on the front cover of the chart and the SBC staff member will write "MH" for mental health on the dot.

b. The next time the chart is accessed by a provider, a **yellow** dot will be added to the front cover of the chart and the SBC staff member will write "MH" for mental health on the dot.

c. The next time the chart is accessed by a provider, a **red** dot will be added to the front cover of the chart and the SBC staff member will write "MH" for mental health on the dot.

i. The provider should ensure all essential information from the paper chart has been entered in the EHR.

ii. The paper chart should then be placed in a red envelope inside the locked courier bin to be sent to Minneapolis Health to be archived.

iii. The *Existing Paper Chart?* field in the EPM under the *Client Defined* tab should be switched to Yes, Archived.

Note: If a patient has both active clinical and mental health elements in the paper chart, the chart should not be archived until both sets of stop light systems have been completed – giving providers from both sides enough time to gather information from the paper chart.

C. Collecting Paper Charts

At the end of each school year, each SBC should inventory the paper charts. The following types of charts should be archived:

1. Any remaining graduating senior's paper chart.
2. Any paper chart of a student who is no longer actively enrolled in the school where the clinic is located. This can include students who have transferred, dropped-out or are otherwise no longer enrolled.
3. If a student has a paper chart but has not visited the clinic in during the last school year.

D. Sending Paper Charts & Records

1. Archive boxes will no longer be sent out to each clinic. Paper charts should be sent in the locked courier bins.
2. If sending multiple charts, please alphabetized them and place them either in a red envelope or box and placed inside the locked courier bin. **Do not send unsecure boxes with a courier.**

E. Receiving Archive Boxes from Clinics

1. Minneapolis Health Support Staff will verify chart information in the SBC Database at L:\Health\SBC and mark the record status as CLOSE and enter the date.
2. A Department Transferring Records form will be completed, saved in M:\Health\School Based Clinics\ and given to the MDHFS records coordinator.
3. Archive boxes will be locked in the SBC chart file cabinets in PSC 510 for two years. After two years, they will be sent to the City archives.

III. Patient Electronic Chart Archiving

Charts in NextGen also need to be archived. Follow this procedure to archive an electronic chart:

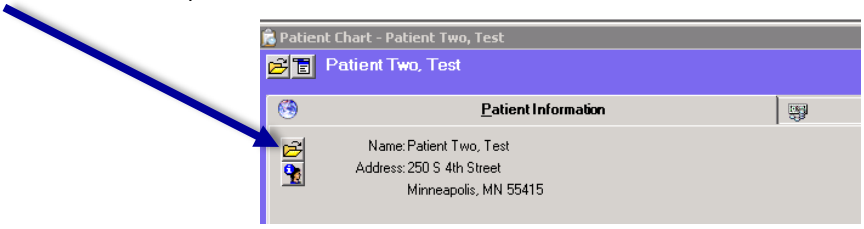
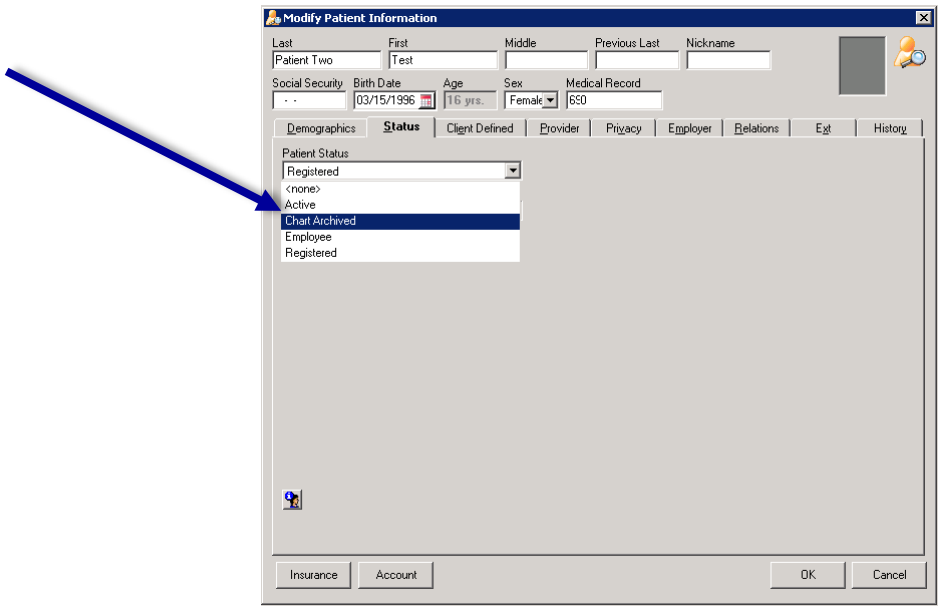
A. Collecting Electronic Charts

At the end of each school year, each SBC should run a report in NextGen on the clinic's open charts. The following types of charts should be archived:

1. Any graduating senior that will not be seen over the summer.
2. Any chart of a student who is no longer actively enrolled in a school where a SBC is located. This can include students who have transferred, dropped-out or are otherwise no longer enrolled.
3. If a student has not visited the clinic in during the last school year.

A. Archiving the Chart in EPM

1. Open the patient's chart in the EPM
2. Click on the Open Folder button next to the patient's name



3. Click on the *Status* tab
4. Click on the *Patient Status* dropdown menu and select *Chart Archived*.
5. Click on the *Patient Status Change Reason* dropdown menu and select the proper reason.