

Procedure for Getting a Medical Record Form Approved

Ordering, [Click here](#) to skip directly to the ordering site.

The following procedure is followed in order to get a form approved for use in the medical record: Effective immediately 8/2010.

Design:

The goal of Hackensack Meridian *Health* is to standardize, barcode and inventory all medical record forms across campuses in preparation for optical imaging. For this reason, the requestor (/author) partners with the managers (and counterparts) from the other sites to work on designing or redesigning the new form.

When designing forms that contain abbreviations please utilize the

Unacceptable Abbreviations at Hackensack Meridian *Health* Policy as a resource.

http://zavantarpts.meridianhealth.com/bzaz_00000776.htm

Contact Sandy Seeman, HIM Coordinator (676-4959) (732-776-4959) Data Center or email at Sandra.Seeman@Hackensackmeridian.org to discuss the form design. Form will be reviewed for standardization.

[Click here for Requirements For Medical Records Forms Design.](#)

All relevant policy and procedures should accompany the form.

Get Approval:

The requestor obtains approvals from all departments that are involved in the development or use of the form, including Risk if applicable. (as outlined on the instruction sheet.)

The Forms Approval Form is completed electronically, following the instructions on the intranet.

[Click here for Instructions and the Forms Approval Request document](#)

Submission

The requestor sends the following documents electronically to Sandy Seeman, HIM Coordinator (676-4959) (732-776-4959) Data Center

1. Forms Approval Request (PDF Format)
2. The new/revised form (PDF Format)
3. The old form(s) (PDF or hard copy sent via interoffice mail)

The HIM Administrative Coordinator reviews the Forms Approval Request and accompanying documents for completeness. The form will be reviewed for standardization. If there are any questions or missing documents, the requestor will be contacted.

Fast Track

Once everything is verified, the HIM Coordinator sends the three items to the Forms Fast Track Team for approval. (This team consists of Nursing Administration, Pharmacy, and Laboratory. This team has the authority to approve forms for the system in their respective areas.)

After the Fast Track Team approves the form, the HIM Administrative Coordinator notifies the HIM Site managers to obtain Medical Staff approval.

The HIM Administrative Coordinator will copy the requestor on all emails referencing the review/approval of the form.

Medical Staff Approval

The HIM managers move the forms through the Medical Staff approval process.

The Medical Staff approves the form, and the HIM Administrative Coordinator notifies the requestor, the forms vendor, and the HIM Data Quality Manager that the form has been approved.

Ready for Production

Data Quality Manager issues barcode to the form and notifies Office Depot to put the form into production.

Office Depot contacts the requestor with procedure for ordering the new revised form.

Always obtain your forms using the ordering process.

NOTE: Photocopying forms compromises the quality of the bar-coding and scanning of the medical record.