

**ARROWHEAD REGIONAL MEDICAL CENTER**  
**HEALTH INFORMATION MANAGEMENT (HIM) POLICY AND PROCEDURE MANUAL**

**2022 Summary of Policy Revisions**

<b>Policy #</b>	<b>New</b>	<b>Major</b>	<b>Minor</b>	<b>Reviewed</b>	<b>Policy Title</b>	<b>Explanation (New and Major Only)</b>
			X		Table of Contents	
101.00 v1				X	Department Mission and Goals	
102.00 v1	X				Departmental Organizational Chart	Added Departmental Organizational Chart to illustrate the reporting relationships and chains of command within the department.
103.00 v2				X	Scope of Services	
200.00-201.00					No Policy	
202.00 v2				X	Departmental Communication - Staff Meetings	
203.00 v2				X	On-Boarding - New Hire, Transfer	
204.00-205.00					No Policy	
206.00 v2				X	Client Services	
207.00-301.00					No Policy	
302.00 v2				X	Secure Medical Records Storage	
303.00 v2				X	Medical Record Availability	
304.00 v3			X		Master Patient Index	
305.00 v2			X		Duplicate Medical Record Number Reconciliation	
306.00-307.00					No Policy	
308.00 v2				X	Medical Record Content and Retention	
309.00 v1				X	Amendment of Protected Health Information	
310.00 v1				X	Right to Request Special Restriction on the Use or Disclosure of Protected Health Information	

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311.00 v2				X	Disaster Recovery	
312.00 v2				X	Interdisciplinary Medical Record Review	
313.00 v2				X	Medical Record Assembly/Analysis	
314.00-319.00					No Policy	
320.00 v2				X	Patient Information Privacy & Security – HIPAA Compliance	
321.00 v3			X		Release of Patient Medical Records/Health Information	
321.01					No Policy	
321.02v3			X		Release of Behavioral Health Patient Medical Records/Health Information	
322.00-323.00					No Policy	
324.00 v1				X	Accounting of Disclosures	
325.00 v2				X	Requesting Medical Records from other Health Care Facilities	
326.00-327.00					No Policy	
328.00 v3			X		Facsimile Transmissions - Patient Information	
329.00					No Policy	
330.00 v1				X	Acceptable Abbreviations	
331.00-332.00					No Policy	
333.00 v2				X	Making Incomplete Medical Records Available for Completion	
334.00 v2				X	Clearing Records - The Incomplete Record	
335.00 v4			X		Practitioner Suspension and Notification of Incomplete and/or Delinquent Records	

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336.00-351.00					No Policy	
352.00 v3			X		Birth Correspondence	
353.00-359.00					No Policy	
360.00 v1				X	Coding and Documentation for Inpatient Services	
360.01 v1				X	Physician Coding Query	
361.00 v2				X	Coding and Documentation for Outpatient Services	
362.00 v1				X	Standards for Ethical Coding	
363.00 v1				X	Patient Anonymity	
364.00-369.00					No Policy	
370.00 v1				X	Litigation Records	
371.00 v2		X			Medical Record Corrections, Late Entries and Addendums	Updated to be aligned with new electronic health record (EHR) system (Epic).