

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-15

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SUBJECT: Dialysis Records

EFFECTIVE DATE: May 2008
SUPERCEDES DATE: April 2002

PURPOSE

To provide guidelines ~~on~~ for the maintenance of dialysis medical records.

POLICY

Dialysis records will be maintained in accordance with this procedure.

PROCEDURE

1. The Outpatient health record (DC-394) of those patients receiving dialysis treatment will be identified with a green sticker, labeled “Dialysis” placed at the top of record, just above the printed words “North Carolina”. This indicates that there are additional separate volumes of Outpatient records containing only Dialysis Flow Sheets.
2. **Only** Dialysis Flow Sheets are to be filed in a separate Outpatient health record (DC-394).
3. The Dialysis Flow Sheets record will be identified with a green sticker; labeled “Dialysis Flow Sheets” placed at the top of the record, just above the printed words “North Carolina”.
4. Subsequent volumes of Dialysis Flow Sheet records will be marked as Vol. A, Vol. B., Vol. C, and so on.
5. Dialysis documentation other than flow sheets will be filed in the appropriate sections of outpatient health record labeled “Dialysis”.
6. Dialysis Flow Sheet records will accompany the “Dialysis” record with every patient’s intra-departmental transfer.
7. Dialysis Flow Sheet records will be archived in the same manner as the outpatient health record.



5/31/08

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Records Director