DAI Policy 500.50.24 – Dialysis Record Attachment B – Dialysis Record Flow Chart Effective: 02/02/15

DIALYSIS STAFF CREATES & USES WORKING BINDER

Dialysis staff set up a Working Binder, complete admission packet, and file designated documents in the Working Binder during dialysis.

HSU USES STANDARD MEDICAL CHART

HSU uses standard Medical Chart, and other parts of Health Care Record, to document provision of health care other than dialysis.

DIALYSIS STAFF COPIES DOCUMENTS FROM MEDICAL CHART

Dialysis staff copies certain documents from Medical Chart, files them in Working Binder, and returns originals to standard Medical Chart for use by HSU.

DIAYSIS STAFF CREATE DIALYSIS CHART

When Working Binder reaches capacity, annually, or upon termination of dialysis, dialysis staff create rust-colored Dialysis Chart and file documents from the Working Binder into the Dialysis Chart. Documents listed in Attachment A remain in

TERMINATION OF DIALYSIS

Dialysis staff remove all documents are from Working Binder into Dialysis Chart, and transfer Dialysis Chart(s) to CMR/IWMR.

DIALYSIS CONTINUES AT OTHER DOC FACILITY

Dialysis Working Binder and Dialysis Charts transfer with patient.