
EMERGENCY DEPARTMENT POLICIES

SUBJECT: Maintenance of Medical Records

NO. 13.2

PAGE NO. 1 of 1

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Patient
Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

POLICY:

Medical records will be available to treating providers at all times through EDR

PROCEDURE:

1. The ED uses an electronic chart, IBEX, which is web based. ED medical records are downloaded into the hospital EDR system every 5 minutes and become part of the patients permanent medical record.
2. All requests for copies of a medical record should be directed to the Department of Medical Records.