Help2 Scanning Policy
Effective Date: November 2014

I. Purpose
To discourage the scanning and uploading of erroneous information into a patient’s electronic medical record.

II. Definitions
Scanning - refers to the scanning and uploading that enables a document to become part of the patient chart.
EMPI – Enterprise Master Patient Identifier
MRN – Medical Record Number
HIM – Health Information Management

III. Policy
Pediatric Health Information receives patient records from multiple sources. Printed documents from/or already available in Help2 will not be duplicated or uploaded. Providers should review all outside records and select only the documents that are likely to be important to the patient’s ongoing care. This information will be uploaded to the patient’s record. Scanning of outside records will be limited to 20 pages unless otherwise approved by HIM.

All records will be uploaded into Help2 according to the date on the document that the service was provided.

IV. Procedure:

Each page of any documents identified as being important to upload into Help2 should be initialed by the provider. These documents can be delivered to the HIM staff on the 4th floor of the Eccles building. Call 801-213-3597 if you require assistance.

1. All documents to be uploaded must include the following:
   a. Patient’s full name
   b. Patient’s date of birth
   c. Help2 MRN or EMPI number

2. HIM staff will review all documents prior to uploading for the following:
   1. Appropriate identifiers as noted above.
   2. Providers initials on the document.
   3. Legibility of the document.
   4. Date that the documented service was provided.

3. Paper documents will be scanned and stored electronically for 30 days.
1. Pediatric HIM will complete periodic audits of scanned images.
2. Paper documents will be shredded 30 days from scanned date once audits are complete.