POLICY

All appropriate non-NIH medical record documents will be included in the Clinical Center medical record (i.e., CRIS). Documents of significance are to be selected for inclusion in the NIH medical record which are pertinent to either clinical care or research. In the interest of eliminating unnecessary bulk and retaining meaningful information, entire outside medical records are not routinely filed in the Clinical Center medical record.

PURPOSE

The purpose of the standard operating procedure is to provide guidance on documents appropriate for entry into CRIS and to outline the appropriate procedure(s) for providing those documents for entry to the Medical Records Department.

RESOURCES


PROCEDURES

STEP 1: IDENTIFY WHICH OUTSIDE (NON-NIH) RECORD(S) NEED TO BE SCANNED INTO CRIS

- Documents to be selected include those that support pathology, medical history, baseline symptoms and prior therapies, as well as adverse events, labs, and procedures for a patient while on study.
- The following categories in CRIS will identify the outside medical information:
  - Outside Lab Results
  - Outside Imaging Results
  - Outside Pathology
  - Other Outside Diagnostic test results
  - Outside Physician Notes
  - Other Outside Notes

STEP 2: ENTER PATIENT IDENTIFICATION INFORMATION ON THE OUTSIDE DOCUMENT(S)

- Include the patient’s Clinical center medical record number and name in the bottom left-hand corner of each document to be filed. This can be hand written in ink or attach the Clinical Center patient label.
STEP 3: SEND THE OUTSIDE DOCUMENT(S) TO THE CLINICAL CENTER’S MEDICAL RECORD DEPARTMENT

- Place documents in an interoffice envelope and mark it “Confidential”
  - You can attach a cover memo to include the submittor’s contact information but this is not mandatory.
- Send documents to the Medical Record Department through:
  - Inter-office mail to Record Management Section, Building 10 Room 1N211
  - Clinical center tube system – Station #815, record management Section

STEP 4: MEDICAL RECORDS PROCESSING

- The expected turnaround time is 2 days. There may be exceptions when extraordinarily large batches of outside materials are received. There may be a delay of a day in this circumstance.
- Outside lab results are top priority.
- Outside records are dated per the date of the document.

STEP 5: VIEWING OUTSIDE RECORDS

- Outside records can be viewed from the Documents Tab using the following Document Selection filters:
  - Outside records (all outside medical information)
  - Prescriber Notes (all outside prescriber notes)
- To view the scanned files use the media icon ( ) shown next to the document name in CRIS. (See Appendix A)
APPENDIX A: CRIS SCREEN SHOT