

Appendix D

Sample Copy Audit Policy

Auditing for Copy Functionality

PURPOSE: The purpose of the health record is to provide a basis for planning patient care and for the continuity of such care. Each record should provide documentary evidence of the patient's medical evaluation, treatment, and change in condition as appropriate. The purpose of this policy is to provide guidance on the audits required in conjunction with the copy functionality within the EHR. For the purpose of this policy, *copy* shall be understood to include cut and paste, copy forward, cloning, and any other intent to move documentation from one part of the record to another.

POLICY: In order to protect the integrity of the health information record and to provide quality patient care, copy functionality within the EHR should be used in conjunction with all applicable state and federal regulations. Noncompliant use of copy functionalities is considered a sanction offense in accordance with the organizational policies.

PROCEDURE:

(INSERT RESPONSIBLE PARTY; e.g., HIM Department):

1. Determines how and when audits will be conducted
2. Determines who will perform these ongoing concurrent audits
3. Establishes frequency for performing the audit
4. Establishes time period covered by the audit
5. Identifies how the sample size is determined
6. Identifies a description of the outcome indicators
7. Determines how copy functionalities within the record are identified
8. Designs a corrective action plan based on findings
9. Provides a detailed list of copy functionalities as they exist within the electronic system
10. Provides testing of copy functionalities prior to implementation and prior to version updates
11. Identifies copy functionalities and categorizes by whether they are retained as auditable events or otherwise identifiable as copied (e.g., date and time stamps, showing that a large number of data elements or a large block of documentation was generated in the system concurrently and instantaneously)

See also

(LIST RELATED HOSPITAL POLICIES HERE)