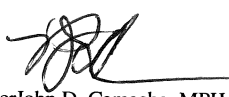


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Hospital-wide	EFFECTIVE DATE: December 12, 2016	POLICY NO. A-RC100	PAGE 1 of 2
TITLE: HEALTH INFORMATION MANAGEMENT COMMITTEE				
LAST REVIEWED/REVISED: 12/2016				
ENDORSED: HIMC 12/2015; MEC 04/2016, EMC 04/2016				

PURPOSE:

To define the composition, functions and responsibilities of the Guam Memorial Hospital Authority's (GMHA) Health Information Management (HIM) Committee.

POLICY:

The Health Information Management Committee provides organization wide oversight and direction regarding health information management related to the medical record (paper or electronic), protected health information (PHI), policies, organization, data application, searches, capture, analysis, storage, and ensures that GMHA is in compliance with all applicable standards and regulations related to the management of the medical record. This oversight includes developing and periodically reviewing and updating the Hospital's Management of Information Plan, and formulating and conducting organizational assessment of information management needs in accordance with The Joint Commission Hospital Accreditation Standards.

The HIM Committee will supersede the old Hospital Forms Management Committee and will absorb the functions of the old Forms Management Committee identified in administrative policy number 6433-5. The HIM Committee will work with the Medical Staff to establish a defined Medical Records content that will be used across all medical disciplines within GMHA.

PROCEDURE:

I. HIM Committee Functions and Responsibilities

- A. Develop and oversee institutional policies for the medical record – paper and/or electronic.
- B. Identify, review and approve policies related to health information and medical record management.
- C. Provide input and recommendations regarding the strategic direction for the ongoing management and development of GMHA medical record.
- D. Review and make recommendations regarding incremental electronic medical record functionality, operations and enhancements.
- E. Develop and oversee processes for medical record review.
- F. Develop and oversee deficiency monitoring processes and make recommendations for improvements and/or enhancements.
- G. Develop and/or advise the organization on opportunities and practices to support, capture and document health information.
- H. Oversee and access medical information needs within GMHA.
- I. Develop and implement minimum policies for education and training of physicians, nurses, clinical program trainees, and licensed independent practitioners on medical record documentation.
- J. Oversee, review and approve all paper forms and electronic formats used to document or capture patient information for the medical record.

- K. Recommend and support strategies for integration of electronic medical record systems.
- L. Review and investigate breaches of patient confidentiality or privacy, and make recommendations for administrative corrective action.
- M. Conduct staff and physician training and education on patient confidentiality and privacy.

II. COMPOSITION

The Health Information Management Committee membership shall be multidisciplinary and include participation by the following department heads or their assigned representatives:

- Health Information Management Administrator (HIPAA Privacy Officer)
- Director of Information Technology (HIPAA Security Officer)
- Hospital JC Compliance Officer
- Records Management Officer
- Hospital Materials Management Administrator
- Medical Director or designated representative
- MIS, iMED Specialist
- Clinical iMED Liaison

III. MEETINGS AND MINUTES

The Health Information Management Committee shall meet monthly or as needed and minutes of committee meetings will be completed and maintained. The Health Information Management Committee shall maintain a permanent record of members present and actions taken. Reports will be provided to the Executive Management Council concerning health information management (paper or electronic) practices at GMHA on an as needed basis.

RELATED POLICY:

A-RC110, Standard Format and Approval Process for Medical Record Forms of the administrative manual.

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Bylaws

Submitted by Department/Committee:

Health Information Management Committee
(HIMC)


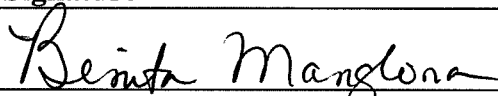

Rules & Regulations

Policy No: A-RC100

Policies & Procedures

Title: Health Information Management Committee

Rational for policy: To define the composition, functions and responsibilities of the Guam Memorial Hospital Authority's Health Information Management Committee (HIMC).

Reviewed/Endorsed	Date	Signature
Title	12/04/2015	
	<i>Name:</i> Michael C. Klemme, RHIT <i>Title:</i> Health Information Management Chairperson	
Reviewed/Endorsed	Date	Signature
Title	04/25/2016	
	<i>Name:</i> Benita Manglona, CPA, CGMA <i>Title:</i> Chief Financial Officer	
Reviewed/Endorsed	Date	Signature
Title	04/29/14	
	<i>Name:</i> Peter John D. Camacho, MPH <i>Title:</i> Executive Management Committee Chairperson	