

**GUAM MEMORIAL HOSPITAL AUTHORITY  
MEDICAL RECORDS DEPARTMENT  
POLICY REPOSITORY DATABASE**

Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
Medical Records Department	Medical Records	6433-05	Confidentiality of Information	4/1/2003	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-39	Health Care Confidentiality Principles	8/1/2009	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-44	Medical Record Content	10/1/1999	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-45	Medical Records Documentation Guidelines for Physicians	10/1/1999	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-75	Unacceptable Abbreviations	1/15/2009	Jan-08	MR - 02/2007, MEC 08/2007, EMC 01/2008		Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-79	History & Physical Examination - Medical Staff	3/30/2007	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-80	History & Physical Examination - Surgery	12/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-83	Verbal and Written Orders - General	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator

Medical Records Department	Medical Records Department Health Information Management Committee	6433-85	Health Data Integrity	4/14/2003	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Hospital-wide	6433-86	Use of Summary List	11/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-87	Entries in the Medical Record	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records	6433-88	Utilization of Facsimile Machine	4/14/2003	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-89	Uses and Disclosures of Protected Health Information - General Rules	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-90	PHI Disclosure to Law Enforcement Without Individual Authorization	4/16/2003	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-91	Disclosure of Protected Health Information During Disaster Relief Efforts	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-92	Uses and Disclosures Under a Restricted Agreement	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-93	Accounting of Disclosures of Protected Health Information	4/14/2003	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-95	Telephone, Verbal and Written Orders for Medications	10/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator

Medical Records Department	Medical Records Department	6433-96	Minimum Data Set Coding at Skilled Nursing Unit	7/17/2000	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-97	Peer Review/ Proctorship Record Requests	2/1/2000	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-98	Incomplete Emergency Room Records	8/21/2000	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator
Medical Records Department	Medical Records Department	6433-99	Discharge Procedures	12/1/2008	Aug-09			Currently under review in 2010 by Acting Medical Health Records Administrator