## Purpose
Entries in the medical record are made only by individuals given this right as specified in hospital and medical staff policies.

## Scope
All Clinical Staff and HIM

## Procedure
The Medical Staff reviews requests from individuals/disciplines/clinicians to be granted permission to document in the patients’ medical records.

### 1. Persons Authorized To Document in the Medical Record
The Medical Staff have privileged individuals/disciplines/clinicians to make entries in the patient’s medical record as follows:

#### A. Medical Staff:
All members of the Medical Staff inclusive of:
1. Physicians
2. Psychiatrists
3. Doctors of Osteopathy
4. Physician Assistants
5. Dentists

#### B. Clinical/Discipline Specific Staff:
All clinical members of:
1. Nursing inclusive of Registered Nurses, Advanced Practice Registered Nurses, Licensed Practical Nurses, and Mental Health Workers;
2. Social Work;
3. Rehabilitation Therapies inclusive of professional and paraprofessionals;
4. Psychology;
5. Dietary;
6. Physical Therapy;
7. Hygienists and Dental Assistants; and
8. Pharmacists

#### C. Authorized Students in Clinical Disciplines
All progress notes and assessments completed by students must be co-signed by the supervising clinical staff.

#### D. Health Information Management
Probate Court representative of Health Information Management records the decisions of the court.

E. Case Managers assigned to CVH patients

F. Individuals with Approved Contracts

G. Renal Dialysis Treatment documentation (i.e., flow-sheets) is recorded on forms provided by the dialysis nurse/physician under contract, and filed in the Consult section of the patient’s medical record.

2. Not Authorized To Document in the Medical Record

A. Persons not authorized to document in the medical record are as follows.
   1. non-clinical employees,
   2. Patients’ Rights Officer,
   3. the patient,
   4. family/significant other, or
   5. volunteers

B. Materials received from any of these sources are filed in the Miscellaneous Section of the medical record.

See also:
Discipline Specific Policy and Procedure Manuals regarding Privileging and Credentialing protocols.