Name of Policy: Health information management committee

Policy Number: 3364-87-17

Approving Officer: Chief of Staff

Responsible Agent: Chief Medical Officer

Scope: All University of Toledo Campuses

New policy proposal

Minor/technical revision of existing policy

(A) Policy statement

To improve the human condition, the Health Information Management (HIM) Committee is responsible for setting the strategy and guiding principles for the creation and use of the provision of a high quality health records and the continued migration and evolution of the health record at UTMC.

Reaffirmation of existing policy

(B) Purpose of policy

To define the functions, responsibilities and the membership composition of the Health Information Management Committee.

(C) Procedure

(1) Functions and Responsibilities

Major revision of existing policy

- (a) To oversee the approval process for the structure, content, and usability of all forms used to document and capture patient information in the Health Record.
- (b) To oversee the creation and revision of policies and standards for paper and electronic health records.
- (c) To assess, develop, recommend and support the strategy for migrating the organization to a fully functional electronic health record.
- (d) To monitor records/documentation for compliance with State, Federal, and Joint Commission regulatory requirements and accreditation standards.
- (e) To communicate/report findings to appropriate groups and committees for follow-up.

3364-87-17 Health Information Management Committee

- (f) To serve as a governance committee for Health Information Management (HIM) activities (including but not limited to the oversight of documentation deficiencies; scanning; and storage) and sub-committees assigned to HIM related tasks.
- (g) To assist in the evaluation of new technology as it is applied to the medical record.

(2) Membership Composition

The Committee shall be multidisciplinary and include participation by the appointed Physician Chair, Health Information Management, Compliance, Legal Counsel, Clinical Informatics, Information Technology, Nursing Service, Ambulatory Services, and allied health personnel and other health professionals as necessary.

(3) Meetings

The Health Information Management Committee shall meet at least monthly, and the minutes will be forwarded to the Chief of Staff for Medical Executive Committee review and approval. The Health Information Management Committee shall maintain a permanent record of members present and actions taken. Quarterly reports of recommendations will be provided to the Executive Committee concerning health record management in the Hospitals.

Approved by: /s/	Policies Superseded by This Policy:
	• MS-017 Health Information Management Committee
	Review/Revision Date: 11/19/03
Puneet Sindhwani, M.D.	08/08/07
Chief of Staff	04/25/12
	04/24/13
/s/	12/06/2019
Michael Ellis, M.D.	08/23/2023
Chief Medical Officer	
	Next review date: 09/01/2026
09/06/2023	
Date	
Review/Revision Completed by:	
Health Information Management	
Committee	
Medical Executive Committee	