


Name of Policy: <u>Data collection for sleep lab records</u> Policy Number: 3364-171-01-07 Department: Sleep Disorders Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Sleep Disorders Scope: The University of Toledo Medical Center Pulmonary Services Department	 Effective Date: 3/17/2023 Initial Effective Date: 3/17/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Sleep Lab will collect and evaluate all necessary data for a complete record of the sleep study.

(B) Purpose of Policy

To ensure all patient records are kept per hospital (medical records) and billing standards.

(C) Procedure

1. Information needed for sleep testing to include, but not limited to:
 - a) Physician order which should include study type, qualifying diagnosis, signature, and date
 - b) Patient insurance cards
 - c) History and Physical and/or office notes
 - d) Sleep questionnaire
 - e) Medication list
 - f) Consent form
 - g) Demographics
 - h) Pre-certification authorization number if required
2. Completed chart after testing
 - a) All documentation relating to each sleep study is maintained in electronic form. Any pertinent paper elements of the patient chart will be scanned into the electronic medical record by the Sleep Lab staff. This includes but is not limited to the following: provider order, office notes, billing sheet, preauthorization worksheet, technologist’s notes, and the patient questionnaire.
3. Permanent archiving of the patient charts is electronic and maintained by Medical Records. This shall include a copy of the following:
 - a) Provider order
 - b) Physician’s Interpretation

Approved by:	Review/Revision Date: 03/23
<u>/s/</u> Michael Taylor Director, Pulmonary Services	<u>3/20/2023</u> Date
<u>/s/</u> Andre Aguilon, M.D. Medical Director	<u>3/19/2023</u> Date
<u>/s/</u> Russell Smith Senior Hospital Administrator	<u>3/20/2023</u> Date
<i>Review/Revision Completed By:</i> <i>Director, Sleep Disorders Center</i>	Next Review Date: 03/26
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.