**Turn Awareness Into Action...**

**“Back to the Rack” Checklist**

*To protect the privacy and security of patient charts in inpatient units, please remember the following...*

<table>
<thead>
<tr>
<th>Chart Storage</th>
<th>Medical Team Flow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store charts at nurses station if someone is present to ensure security</td>
<td>While rounding, leave rolling chart rack in hall immediately outside patient room as long as patient door is left open and charts can be visible to Medical team at all times</td>
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<tr>
<td>Store charts in a staff only accessible conference room where names cannot be seen</td>
<td>If charts/chart rack is not visible, at least one member of the medical team must stay outside the patient’s room with the rolling chart rack while medical team rounds</td>
</tr>
</tbody>
</table>

**Nursing Staff Flow**

While performing patient care and regular nursing duties:

- Take individual patient charts to bedside (DO NOT take charts into patient rooms unless they are wiped with a Sani-Cloth ® germicidal wipe prior to being returned to the chart rack)
- If chart cannot be continually visible to Nursing staff while in patient room, it should be temporarily locked in bedside nurse server flipper/drawer while in patient room to perform duties
- After bedside duties complete, Nursing Staff:
  - Return chart to rack at central station
  - Continue Q 2 hour chart checks

**Ancillary Staff Flow**

- Review patient charts at central nursing station and return to central chart rack

**PSC Role**

- PSC located by central chart rack and can recognize flagged orders immediately and process
- Continue Q 2 hour chart checks
- PSC do Q 2 hour rounds up/down corridor to return patient charts inadvertently left at patient bedside/nurse server

**DO THE RIGHT THING!**

PROTECT PATIENT CONFIDENTIALITY

Contact the HIPAA Program Office at 4-9716 with questions or visit our website at http://hipaa.bsd.uchicago.edu