

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. . .

Chart Storage

- Store charts at nurses station if someone is present to ensure security
- Store charts in a staff only accessible conference room where names cannot be seen

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

Medical Team Flow

- 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
- 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
- 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
- When done with rounds, bring rolling chart rack back to nursing station and ensure all orders are appropriately flagged (STAT orders will require verbal communication)
- Return patient charts to chart rack located at the centralized nursing station

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>