

***Institutional Compliance Program***

Texas Tech University Health Sciences Center School of Medicine

<b>Policy on Documentation Forms</b>	<b>3.3</b>
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Date: March 14, 2001

Revised: September 2002

**Purpose:**

To define the process by which the development and approval of medical record documentation forms used comply with billing standards.

**Policy:**

It is the policy of TTUHSC that medical record forms used in the School of Medicine meet documentation standards for teaching physicians and shall be approved by the Institutional Compliance Officer.

**Procedure:**

1. Any medical record form developed to meet documentation standards for teaching physicians shall be submitted to the campus Assistant Regional Compliance Officer or designee, then forwarded to the Institutional Compliance Officer for approval.
2. The Institutional Compliance Officer will review and approve the form for compliance with documentation standards.
3. The campus Assistant Regional Compliance Officer will be notified of the approval or recommended revisions, and will then inform the appropriate department.