

***El Paso - Ambulatory Clinic Policy and Procedure***

Title: <b>MEDICAL RECORD PAPER FORMAT</b>	Policy Number: <b>EP 5.13</b>
Regulation Reference:	Effective Date: <b>04/2023</b>

**Policy Statement:**

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to ensure that the content and format of records are maintained in a uniform manner.

**Scope and Distribution:**

This policy applies and will be distributed to all TTP-EP ambulatory clinics.

**Procedure:**

It shall be the policy of the TTP-EP clinics to maintain all existent paper patient medical records in the standard format as outlined in attachment 5.13.A, Medical Records Standard Format.

Records after November 1, 2013 will be kept in Electronic Format.

Policy Number: <b>EP 5.13</b>	Original Approval Date: <b>9/2014</b>
Version Number: <b>2</b>	Revision Date: <b>04/2023</b>

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