



## Texas Tech University Health Sciences Center El Paso Ambulatory Clinic Policy

<b>Policy: MEDICAL RECORD PAPER FORMAT</b>	<b>Policy #: EP 5.13</b>
<b>Effective Date:</b> September 2014	<b>Last Revision Date: 06/2025</b>
<b>References:</b>	
<b>TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website:</b> <a href="https://ttuhscep.edu/opp/default.aspx">https://ttuhscep.edu/opp/default.aspx</a>	

### **Policy Statement:**

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

### **Scope:**

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

### **Procedure:**

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

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

**Review Date:**

**Revision Date: 09/2014, 04/2013, 6/2025**