ACAHM COMPREHENSIVE STANDARDS AND CRITERIA

STANDARD 4: RECORDS

Criterion 4.01: RECORDKEEPING SYSTEMS	
Related Policies:	
References:	

INSTITUTIONAL COMPONENTS

A. The institution must develop and maintain accurate, complete, and secure recordkeeping systems appropriate for institutions offering graduate level healthcare education.

B. Systems must include student records (i.e., admission applications, enrollment agreements, academic progress and permanent transcripts, financial aid, financial transactions, grievances, etc.), patient health care activities and incident reports, governance-related decision making, faculty evaluation, and personnel/HR.

C. Systems must collect, compile, and maintain data that will facilitate the improvement of institutional outcomes and the assembly of meaningful records and statistics.

D. Systems must be regularly monitored and assessed.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

A. The program's parent institution must develop and maintain accurate, complete, and secure record keeping systems appropriate for institutions offering graduate level healthcare education.

B. The program must maintain accurate, complete, and secure programmatic record keeping systems that document student academic progress and that track patient health care activities, including treatment records and incident reports.

C. Systems must collect, compile, and maintain data that will facilitate the enhancement of program learning outcomes and the achievement of professional competencies.

D. Systems must be regularly monitored and assessed.

Criterion 4.02: ACCESS AND STORAGE OF RECORDS	
Related Policies:	
References:	

INSTITUTIONAL COMPONENTS

Institutional records in all formats, now known and later developed, shall be securely and accurately maintained and timely recoverable with appropriate access control.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

Program records in all formats, now known and later developed, shall be securely and accurately maintained and timely recoverable with appropriate access control.

Criterion 4.03: PERMANENT ACADEMIC RECORDS	
Related Policies:	
References:	

INSTITUTIONAL COMPONENTS

A. The institution must maintain accurate and secure permanent academic records.

B. The institution must safeguard all permanent records, and must provide for appropriate backup, storage, and accurate recovery regardless the record format.

C. In its recordkeeping activities, the institution must observe right-to-privacy laws and regulations.

   1. Non-Title IV financial aid eligible institutions must maintain policies and procedures that protect the privacy rights of students' educational records. At a minimum, these policies must afford students the rights to: access their education records, seek amendments to their educational records and, subject to any legal or regulatory requirements, control to whom their educational records may be disclosed.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

A. Working with its parent institution, the program must assist in the maintenance of accurate permanent program academic records that document the achievement of program requirements.

B. Working with its parent institution, the program must assist in safeguarding all permanent academic records that document the achievement of program requirements, and must provide for appropriate backup, storage, and accurate recovery regardless the record format.

C. In its programmatic recordkeeping activities, the program must observe right-to-privacy laws and regulations.

Criterion 4.04: CLINICAL RECORDS	
Related Policies:	
References:	

INSTITUTIONAL COMPONENTS

All institutional health records, regardless of format, must be maintained and accessed in accordance with applicable federal and state privacy regulations, and appropriate institutional policies.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

A. Regardless of format, the program must maintain accurate, secure, and complete clinical records of all patients involved in any part of the educational process.

B. The program must record and maintain all clinical records in English.

C. The confidentiality of program clinical records must be maintained according to applicable statutory requirements and relevant professional standards.

   1. If an institution is not a HIPAA covered entity, the institution must maintain policies and procedures that protect the privacy of patients' personal health information (medical records). At a minimum, these policies and procedures must permit patients to: examine and obtain copies of their medical records, request corrections to their medical records and, subject to any legal or regulatory requirements, control to whom medical records may be disclosed.

D. The program must ensure appropriate access to patient records considering relevant legal concerns and the requirements of external regulatory agencies.

E. The program must implement an appropriate written policy, that meets all applicable statutory requirements and relevant professional standards, addressing clinical record storage, retention, and recovery.

F. Charts must meet or exceed all appropriate state regulations regarding chart identification, dating, signatures, and completion timelines.

G. Charts must be signed by clinical supervisor(s) and student intern(s).

Criterion 4.05: DISCONTINUATION OR CLOSURE	
Related Policies:	
References:	

INSTITUTIONAL COMPONENTS

A. The institution must have a written plan that is compliant with relevant state regulations for the disposition, storage, and accurate recovery of permanent academic records and clinical records, regardless of the records format, if the institution or any of its programs or locations closes.

B. The records disposition, storage, and data recovery plan must specify the nature, location, and accessibility of all permanent academic records and clinical records.

PROGRAMMATIC COMPONENTS

There are no programmatic components for this criterion.