

**State of Connecticut
Department of Social Services
Case Mix Review
Health Records Policy**

- Policy:** It is the policy of the Connecticut Department of Social Services to examine/review original medical record documentation to support resident assessment data (Minimum Data Set--MDS) for the Case Mix Review.
- Purpose:** RN Reviewers will consistently review resident original permanent legal medical records following standard protocols and procedures for all skilled nursing facilities.
- Procedure:** Health care providers using Health Information Technology (HIT), in particular, Electronic Health Records (EHRs) are required to comply with the following procedures:
- The facility must:
 - Designate a liaison who will provide access to the system for the RN Reviewer, and/or
 - Retrieve electronic health record information within the allowed timeline.
 - The provider is solely responsible for ensuring that all necessary back up of data and security measures are in place.

Electronic health records may not eliminate the need for printed/scanned copies of records or portions of the medical records. The RN Reviewer shall make reasonable efforts to request records for only those portions of the record deemed absolutely essential in performing the medical record review.

Existing requirements allow the RN Reviewer authorization by law to review medical records whether those records are paper or electronic record systems. The facility should ensure that electronic data is backed-up and secure, and does not impede the review process or provision of care and services to beneficiaries.

*Health Records shall be defined as computer records, scanned records and/or any records otherwise maintained as legal medical documentation.

Effective 5/1/23