

**BRAZOS VALLEY COMMUNITY ACTION AGENCY**  
**Health Services**

**Policies and Procedures**

Policy Subject/Title:           Utilization of Patient Services at Multiple Facility Sites

Applicability:                   All Clinic Sites

Purpose:                            To Provide Continuity of Care to Patients

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Policy: To provide continuity of care to the patients utilizing the services of the organization when multiple sites are being accessed.

Procedure:

- 1) At the time that it is determined a patient has or is being provided services at more than one Brazos Valley Community Health Clinic site, all medical record charts for that person will have noted on the front, outside cover that there are multiple charts and the service sites will be noted.
- 2) Records can be requested when needed from any service site and they can be faxed to another service delivery site to provide continuity of medical care.
- 3) Each site will have a chart created for the patient with the front chart cover stamped with all of our site locations and all applicable sites noted. When documentation is received by fax they will be incorporated into the chart at the receiving facility as per the established chart order.
- 4) When the medical record is requested by auditors we will obtain all medical records from all sites for review. The note on the outside of the front cover of the medical record will be the prompt for obtaining all medical records.

