

Part B - Health Facility Briefing and Planning

240 CLINICAL INFORMATION UNIT

INDEX

Description

- 240 .1.00 INTRODUCTION
Description
- PLANNING
Functional Areas
Functional Relationships
- COMPONENTS OF THE UNIT
Introduction
Standard Components
Non-Standard Components
- APPENDICES
Schedule of Accommodation
References and Further Reading
Functional Relationships Diagram

INTRODUCTION

Description

- 240 .2.00 A Health Facility must provide appropriate secure record storage and retrieval to ensure patient confidentiality at all times.
- 240 .3.00 A Health Facility must store all patient related administrative, historical and medical records in a fire rated construction as indicated in the Building Code of Australia, Section C2.5(g).

PLANNING

Functional Areas

- 240 .4.00 Rooms, areas, or offices for the following personnel and/or functions shall be provided:
- Medical Records Administrator / coding personnel
 - Review and Dictation
 - Sorting and Recording
 - Microfilming of records, if applicable
 - Record Storage, active and archived
- 240 .5.00 ELECTRONIC RECORDS
- If electronic records are held the following additional facilities will be required:
- An area for scanning
 - An area for retrieving hard copies of records
 - Secured disc storage
- 240 .6.00 MICROFILM RECORDS
- Microfilming of records may be attended on-site or off-site. If on-site Microfilming is performed, the following additional facilities are to be provided:
- Microfilming camera
 - Sorting bench
 - Secure storage of microfilm
 - Microfilm reading area

Functional Relationships

- 240 .7.00 The Clinical Information Unit should be located with ready access to the Emergency Unit, Admissions, Inpatient Units, Outpatient areas, Pathology Unit and Medical Imaging Units. Alternatively, a record transport system may be considered for rapid transfer of records. Location on an external face is desirable to ensure staff have external views and daylight.

COMPONENTS OF THE UNIT

Introduction

- 240 .8.00 The Clinical Information Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets.

Standard Components

- 240 .9.00 Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

- 240 .10.00 Provide the Non-Standard Components as identified in this section and in the Schedule of Accommodation, according to the Functional Brief and Operational Policy.

- 240 .11.00 ACTIVE RECORDS STORE

DESCRIPTION AND FUNCTION

The Active Records Store should be able to accommodate current records for a minimum of five to seven years.

Active records storage space requirements will depend on the size of the Hospital and the type of record storage used, such as paper records, microfilm or optical disc.

- 240 .12.00 LOCATION AND RELATIONSHIPS

The Active records Store should be located with close access to the Assembly/ Sorting area.

- 240 .13.00 CONSIDERATIONS

Records may be accommodated in open shelving units or compactus shelving. Heights of shelves must comply with Occupational Health and Safety Guidelines.

Part B - Health Facility Briefing and Planning

APPENDICES

Clinical Information Generic Schedule of Accommodation

240.14.00 Schedule of Accommodation for a Clinical Information Unit at Levels 2 to 6:

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
BAY - MOBILE EQUIPMENT	yes		1 x 4	1 x 4	2 x 6	2 x 6	For trolleys
OFFICE - SINGLE PERSON 9 M2	yes		1 x 9 optional	1 x 9	2 x 9	2 x 9	Manager/ Supervisor, according to staffing establishment
OFFICE - 2 PERSON SHARED	yes				1 x 12	1 x 12	Medico-Legal
OFFICE - WORKSTATION	yes	1 x 6	2 x 6	2 x 6	2 x 6	3 x 6	Clerical / Typing - dependent on staffing establishment
OFFICE - WORKSTATION	yes		1 x 6	1 x 6	5 x 6	5 x 6	Coding - dependent on staffing establishment
RECORD SORTING/ ASSEMBLY			1 x 25	1 x 25	1 x 50	1 x 50	
RECORDS STORE - ACTIVE		1 x 15	1 x 60	1 x 60	1 x 200	1 x 300	Size dependent on quantity of records to be held
REVIEW / DICTATION CUBICLES			1 x 9	1 x 9	1 x 20	1 x 20	
STORE - GENERAL	yes		1 x 9 optional	1 x 9	1 x 9	1 x 9	
STORE - MICROFILM/ EQUIPMENT					1 x 20	1 x 20	
CIRCULATION %		15	15	15	15	15	

240.15.00 SHARED AREAS

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
INTERVIEW ROOM	yes				1 x 9	1 x 9	
PROPERTY BAY - STAFF	yes				1 x 6	1 x 6	
RECEPTION	yes		1 x 10	1 x 10	1 x 10	1 x 10	May include a small waiting area
RECORDS STORE - ARCHIVE		1 x 10	1 x 80	1 x 80	1 x 100	1 x 120	May be located remotely from the Unit
STAFF ROOM	yes				1 x 15	1 x 15	
STORE - PHOTOCOPY / STATIONERY	yes	1 x 8	1 x 8	1 x 8	1 x 8	1 x 8	
TOILET - STAFF	yes				1 x 2	1 x 2	

References and Further Reading

- 240.16.00
- American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
 - Queensland Government, Private Health Facilities Building Code, 2000.

Part B - Health Facility Briefing and Planning

FUNCTIONAL RELATIONSHIPS DIAGRAM - CLINICAL INFORMATION UNIT

