

EHRS Records Management Meeting
Meeting Minutes
October 16, 2008
O&C 1089 10:00-11:00 AM

The Records Management Team provided an overview of the requirements and methodology involved with Records Management. They pointed out that there is an NPD for Records Management that defines these requirements.

It was pointed out that the EHRS will need Business Processes for record retention. Tom Beever took the action to forward the Requirements Document to the Records Management team so that they could assess the retention requirements.

Additionally, the Records Management Team offered up the ability to provide some training geared specifically at Medical Records Management. The Dynamac team expressed interest, and the parties agreed to proceed towards this event. It was suggested that the Dynamac team take the training in Satern before receiving the tailored training in Medical Records Management.

Tom Beever summarized the go forward plan as follows:

- 1) Take online Records Management Training in Satern by October 31, 2008
- 2) Receive tailored Medical Records Management Training in early November 2008
- 3) Send Requirements Document (draft) to Records Management Team in early November 2008

To conclude the meeting it was agreed upon that Jan Justice from KSC would serve as the Primary POC for EHRS Records Management needs, since she is local to KSC.

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Attendees

Tom Beever
Cathy Angotti
Donna Read
Margaret Pharr
Jan Justice
Nancy Eckhardt
Bob Willcox
Ray Christopher
Frankie Ramos
Helen Shoemaker
Mae Hafizi
Lorretta Filiault