

**FAMILY PLANNING PROGRAM****SECTION:** Medical Records Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Master Index

POLICY: All delegate agencies shall maintain a master index file.

PROCEDURE:

1. Each new client will be assigned the next number on the master list.
 - a. No client shall be assigned more than one number.
 - b. Only one client shall be assigned each number.
2. The index shall list the assigned number matching the name of the client.
3. All numbers must follow consecutively.
4. The list shall continue as long as the clinic is in operation.
5. The index file should be located in a bound notebook or a secured computer file for preservation.
6. The master index shall be maintained in such a manner as to assure confidentiality.
7. Agencies maintaining the master index on computer must have procedures to assure:
 - a. confidentiality is maintained.
 - b. backup of the information due to hardware failure.
 - c. that there is no duplication of numbers or clients receiving two different numbers.

References:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 28, Section 10.3, Medical Records.