NOSCAN

CoxHealth
Document Management
LAYOUT GUIDELINES
Medical Records Documentation

Name: _____
Age: _____ DOB: ___/___/_____
SSN or ID: _____
(or Patient Sticker Here)

1.   Layout Guidelines for Medical Records Documents

a. All printed documents are on white paper using an 8.5" x 11" page. If carbonless (NCR) copies are used, Medical records must either maintain the original white copy or the NCR copies must be white.

b. The Hospital name (CoxHealth) is centered at the top of the document on every page. The Department Name and a fully descriptive title are also centered at the top of the document under the Hospital name and address. Department line is left blank if used in multiple areas, or entered as a generic department, such as Nursing, when used in multiple related areas.

c. The CoxHealth Logo is not used. Anywhere. Ever.

d. Patient Identification Information is at the top right corner of each page, with the phrase "or Patient Sticker Here" below (as shown above). If the document is printed with two sides, the same information must be on the back also. There should be no box around this area.

e. The bar code is located in the upper left side of the document. The bar code will require a 5/8"" high by 2-3/4"" wide reserved space. The bar code is on the front and back of each printed page.

f. At least a 5/8" margin must be used on the left of the document to allow for hole punches. At least a 3/8" margin is to be used on all other sides. On the back side, the left margin becomes 3/8" with 5/8" on the right.

g. Double lines are NOT used.

h. Only very light shading (screens) are allowed, but should be avoided if possible. Any graphic elements should be black and white, without gray.

i. Double sided documents MUST be printed head-to-head: Front side top up, back side top up. If a landscape layout is desired, the header and footer information must still conform to portrait layout specifications.

j.   When carbonless (NCR) copies are used, place instructions on the bottom of the page for distribution of copies.

k. The document number, original date, and date of revision will be placed on the bottom left corner of the page as determined by Document Management.

l.   All text is to be in Arial font, whether plain, bold, italicized or otherwise, 9 to 12 point size preferred.

m. A Word document template for creating a standards compliant medical record is available online.