



Health records

Part 2: Digitized health records

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AS 2828.2:2019

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Preface

This Standard was prepared by Standards Australia Technical Committee HE-025, Health Records, to supersede AS 2828.2(Int)—2012, *Health records, Part 2: Digitized (scanned) health record system requirements*.

The objective of this Standard is to specify requirements to be met by processes and systems used to digitize paper health records, to ensure that digitized health records are fit for purpose, easy to use, and address legal, safety, quality and security requirements. The Standard is intended for persons and organizations that create, maintain and curate digitized health records, and for suppliers of digitizing health record systems.

This Standard is one of a series of Standards, as follows:

AS 2828.1, *Health records, Part 1: Paper health records*.

AS 2828.2, *Health records, Part 2: Digitized health records* (this Standard).

These documents should be read as a set to gain a better appreciation of the context.

In writing this Standard, concepts from AS/NZS ISO 13028:2012, *Information and documentation—Implementation guidelines for digitization of records* were taken into consideration.

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Introduction

Electronic health records (EHR) development in Australia is proceeding in conjunction with the digitization of health records. Systems to digitize health records improve record-handling processes and improve access to the information contained in paper health records. The introduction of digitized record systems complements the health record and often serves as a transitional phase between the paper record and EHRs, such as those maintained in electronic medical record (EMR) systems and practice management systems.

As digitized systems and EHRs are used together in many organizations, multiple sources of patient information should be well integrated. Health record principles should apply irrespective of media and processes used to collect, maintain, access and archive the health record. Information should appear seamless and non-fragmented, to decrease risks in both patient care and organizational decision-making.

The need to scan paper records into health records systems will continue; even health services that implement a fully electronic health record will need to digitize paper records received from external sources.

Future integration of digitized records into electronic records should be considered when implementing a digitized health record.

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Section 1 Scope and General

1.1 Scope

This Standard specifies the requirements for digitization (scanning) of paper health records. It provides technical specifications, data capture and implementation principles as well as quality control measures.

In addition, it provides guidelines on best practice for safe storage, security, performance and reproducibility of digitized health records.

This Standard is also intended to cover requirements for processes and systems for digitization of health record documents that may be accessed within the context of an electronic health record (EHR).

This Standard excludes any aspects of clinical information systems and electronic health records that are not primarily related to information in the form of scanned documents and captured images.

1.2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document.

NOTE Documents referenced for informative purpose are listed in the Bibliography.

AS 4846, *Person and provider identification in healthcare*

AS ISO 15489.1, *Information and documentation — Records management, Part 1: Concepts and principles*

AS ISO 23081.1, *Information and documentation — Records management processes — Metadata for records, Part 1: Principles*

AS/NZS ISO 13028, *Information and documentation—Implementation guidelines for digitization of records*

AS/NZS ISO 23081.2, *Information and documentation — Records management processes — Metadata for records, Part 2: Conceptual and implementation issues*

ISO 27789, *Health informatics — Audit trails for electronic health records*

ISO/IEC 646, *Information technology — ISO 7-bit coded character set for information interchange*

ISO/IEC 15417, *Information technology — Automatic identification and data capture techniques — Code 128 bar code symbology specification*

ISO/IEC 15424, *Information technology — Automatic identification and data capture techniques — Data Carrier Identifiers (including Symbology Identifiers)*

ISO/IEC 16022, *Information technology — Automatic identification and data capture techniques — Data Matrix bar code symbology specification*

ISO/IEC 16388, *Information technology — Automatic identification and data capture techniques — Code 39 bar code symbology specification*