

## WHAT IS RECORDS AND INFORMATION MANAGEMENT (RIM)?

RIM is the systematic management of all records, in all formats (which includes patient charts), throughout the lifecycle. All records have a lifecycle; they go through different stages, similar to a person going through different stages of life (birth to death).

The stages of the lifecycle for patient charts are active, semi-active, and final disposition.

## WHY IS RIM IMPORTANT?

- Standardizes procedures
- Clarifies responsibilities
- Ensures accountability
- Supports consistent patient service / patient satisfaction
- Maintains patient history and ongoing care
- Assists in medical decision-making
- Improves office efficiency
- Minimizes risk for patient, physician, and organization
- Meets HPEI RIM requirements and provincial legislation

## WHO IS RESPONSIBLE FOR RIM?

**All** staff who handle HPEI patient charts are accountable for creating, managing, organizing, and securing records within their custody in compliance with approved HPEI retention schedules.

The Government of PEI has a secure Provincial Records Centre (PRC) for approved off-site storage.