



800 NE Oregon Street, Suite 465, Portland OR 97232

Voice: (971) 673-0540

Fax: (971) 673-0556

TTY: (971) 673-0372

<http://www.healthoregon.org/fps>

mailbox.fps@state.or.us

Facilities Planning & Safety Unit

Site Inspection Check List for:

Medical Records Unit - OAR 333-535-0200

PR# _____ Date: _____ Inspector: _____

Provider: _____

Project: _____

Address: _____

Present at Site Inspection:

Intended Occupancy Date: _____

Required **PRIOR** to Approved Inspection:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

SITE INSPECTION:

INTERIOR = Verify that the facility has installed:

MEDICAL RECORDS UNIT:

YES NO NA

The following rooms and areas shall be provided:

Medical records administrator/technician office or space. 333-535-0200 (1)

Review and dictating room(s) or spaces. 333-535-0200 (2)

Work area for sorting, recording, or archiving records. 333-535-0200 (3)

Storage area for records. 333-535-0200(4)