from The MDU - Risk assessment for revalidation - part one Yes ○ Are medical records:	Record keeping checklist		Do you ensure that you inform the patient's own GP if you see a patient outside your practice setting?
Risk assessment for revalidation - part one No ○ Are medical records: - legible Yes ○ - in chronological order Yes ○ - made contemporaneously at each consultation? Yes ○ No ○ Do you have a procedure to ensure that staff comply with the relevant legislation on patients' access to their health records? O Do they include: Yes ○ - a summary sheet - a repeat medications record? (either manual or computerised) Yes ○ No ○ No ○ Do you record allergies in both the manual and computerised records? Yes ○ No ○ No ○ Do you enter the same level of information on computerised records? Yes ○ No ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ No ○ No ○ No ○ Do you enter the same level of information on computerised records? Yes ○ No ○ No ○ Do you date and sig	from The MDU		Yes O
Are medical records: - legible Are procedures in place to ensure that patient data is kept secure and confidential? - in chronological order - made contemporaneously at each consultation? Yes ○ No ○ No ○ Do they include: - a summary sheet - a repeat medications record? (either manual or computerised) Yes ○ No ○ No ○ Do you record allergies in both the manual and computerised records? Yes ○ No ○ No ○ Do you enter the same level of information on computerised records? Yes ○ No ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ No ○ Do you ensure that confidential waste is properly destroyed? Yes ○ When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes ○ No ○ Do you have a system to ensure prompt transfer of information form a visit into the medical records? Yes ○ No ○ Do you have a system to ensure prompt transfer of information form a visit into the medical records? Yes ○ No ○ No ○ No ○ No ○ No ○ No ○ Do you at a system to ensure prompt transfer of information form a visit into the medical records? Yes ○ No ○			No O
Intervious Intervious </td <td>Kisk assessment for revaluation - pa</td> <td>rt one</td> <td></td>	Kisk assessment for revaluation - pa	rt one	
 in chronological order made contemporaneously at each consultation? Yes ○ No ○ Do you have a procedure to ensure that staff comply with the relevant legislation on patients' access to their health records? Do they include: a summary sheet a repeat medications record? (either manual or computerised) Yes ○ No ○ Do you contact the MDU before disclosure of records to a solicitor over a possible claim? Yes ○ No ○ Do you contact the MDU before disclosure of records to a solicitor over a possible claim? Yes ○ No ○ Do you enter the same level of information on computerised records? Yes ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes ○ No ○ No			
- made contemporaneously at each consultation? No ○ No ○ No ○ No ○ O Yes ○ No ○ O Yes ○ - a summary sheet - a repeat medications record? (either manual or computerised) Yes ○ No ○ No ○ No ○ No ○ No ○ Do you record allergies in both the manual and computerised records? Yes ○ No ○	-		Yes O
Yes O No O No O Do they include: - a summary sheet - a summary sheet - a repeat medications record? (either manual or computerised) No Yes O No O Do you crecord allergies in both the manual and computerised records? Yes No O Do you enter the same level of information on computerised records? Yes No O Do you date and sign any entries or corrections made in the records? Yes Yes O No O Do you have a procedure to ensure that staff O No O Do you contact the MDU before disclosure of records to a solicitor over a possible claim? No No O Do you enter the same level of information on computerised records? Yes O No O No O Do you date and sign any entries or corrections made in the records? Yes O No O No O Ob you have a system to ensure prompt transfer of information form a visit into the medical records? Yes	- made contemporaneously at each		No O
No o comply with the relevant legislation on patients' access to their health records? Do they include: - a summary sheet - a repeat medications record? (either manual or computerised) No O Yes O No O Do you contact the MDU before disclosure of records to a solicitor over a possible claim? Yes O Do you record allergies in both the manual and computerised records? Yes O No O Do you enter the same level of information on computerised records? Yes O No O Do you date and sign any entries or corrections made in the records? Yes O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes O No O Do you have a system to ensure prompt transfer of information formation form a visit into the medical records? Yes O No O Do you date and sign any entries or corrections made of the time, date and reasons for the decision? Yes O No O Do you have a system to ensure prompt transfer of information form a visit into the medical records? Yes O No O Do you date and sign any entries or corrections made of the time, date and reasons	consultation.	Yes O	Do you have a procedure to ensure that staff
Do they include: No			comply with the relevant legislation on patients'
bit offers include: No No - a summary sheet No O - a repeat medications record? (either manual or computerised) Yes O Yes No O Do you record allergies in both the manual and computerised records? Yes O No O Oo you keep medico-legal correspondence separately from the medical records? Yes O No O Do you enter the same level of information on computerised records? Yes O No O Is the medical records store physically secured out of hours? O Do you date and sign any entries or corrections made in the records? Yes O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O No O Do you date and sign any entries or corrections No O No No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes O No O Do you hav			access to their health records?
- a summary sheet No ○ - a repeat medications record? (either manual or computerised) Yes ○ No ○ No ○ No ○ Yes ○ No ○ Yes ○ Do you record allergies in both the manual and computerised records? Yes ○ No ○ No ○ Do you enter the same level of information on computerised records as you do with paper medical records? Yes ○ No ○ No ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes ○ No ○ No ○ No ○ No ○ No ○ Do you have a system to ensure prompt transfer of information form a visit into the medical records? Yes ○ No ○ No ○ No ○ No ○ No ○ When a decision is made not to visit is a note made of the time, date and reasons for the decis	Do they include:		Yes O
- a repeat medications record? (either manual or computerised) Yes O Yes No O No O O Do you record allergies in both the manual and computerised records? Yes O No O O No O O Do you record allergies in both the manual and computerised records? Yes O No O O Oo you keep medico-legal correspondence separately from the medical records? Yes No O O O O Do you enter the same level of information on computerised records as you do with paper medical records? Yes O No O Is the medical records store physically secured out of hours? O Do you date and sign any entries or corrections made in the records? Yes O No O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes O No O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O No No If you use CC			No O
or computerised) Yes O No No Yes O No O Yes O Do you record allergies in both the manual and computerised records? Yes O Yes No O Do you keep medico-legal correspondence separately from the medical records? Yes No O No O Do you enter the same level of information on computerised records as you do with paper medical records? Yes O No O Do you date and sign any entries or corrections made in the records? Yes No O Do you ensure that confidential waste is properly destroyed? As a data controller, have you registered with the Information Commissioner? Yes O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? No No			
Yes No No No Do you record allergies in both the manual and computerised records? Yes Yes No No No Do you encord allergies in both the manual and computerised records? Yes Yes No No No Do you enter the same level of information on computerised records as you do with paper medical records? Yes Yes No No No Do you date and sign any entries or corrections made in the records? Yes No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Ves No Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes Yes No No No No No No No Yes No Yes No Yes No Yes No Yes No Yes No No No Yes No No No Yes No Yes No Yes No No No No <td>-</td> <td>manual</td> <td>Do you contact the MDU before disclosure of</td>	-	manual	Do you contact the MDU before disclosure of
No Yes No No O No No Do you record allergies in both the manual and computerised records? Yes Do you keep medico-legal correspondence separately from the medical records? So No O Do you enter the same level of information on computerised records as you do with paper medical records? Yes O No O Is the medical records store physically secured out of hours? No O Do you date and sign any entries or corrections made in the records? Yes O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O No O No O O As a data controller, have you registered with the information Commissioner? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes O No No <td< td=""><td>or computerised)</td><td></td><td>-</td></td<>	or computerised)		-
No No No Do you record allergies in both the manual and computerised records? Do you keep medico-legal correspondence separately from the medical records? Ves No N			•
Do you record allergies in both the manual and computerised records? Yes on No Yes on No No No on No No Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? Yes on No No Do you date and sign any entries or corrections made in the records? Yes on No Yes on No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes on No Yes on No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes on No Yes or Son No Yes on No Yes or No Yes on No Yes or No Yes on No Yes or Son No Yes on No Yes or Son No Yes on No Yes or No Yes on No Yes or No Yes on No Yes or Son No Yes on No Yes or No Yes on No Yes or Son No Yes on No Yes or No Yes on No		No O	
computerised records? Yes ○ No ○ No ○ Do you enter the same level of information on computerised records as you do with paper medical records? Yes ○ No ○ No ○ Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ Do you date and sign any entries or corrections made in the records? Yes ○ No ○ When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes ○ No ○ Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes ○ If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes ○			
Yes O No O Do you enter the same level of information on computerised records as you do with paper medical records? Yes Yes O No O Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? Yes O No O Do you date and sign any entries or corrections made in the records? Do you ensure that confidential waste is properly destroyed? When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Ves O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes Yes O Yes O No O			Do you keen medico legal correspondence
No Yes No No No No No No Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? Yes No No No Do you date and sign any entries or corrections made in the records? Yes Yes No No No Do you date and sign any entries or corrections made in the records? Do you ensure that confidential waste is properly destroyed? Yes No No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes No No If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes No	computerised records?		
No O Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? Yes No No O Do you date and sign any entries or corrections made in the records? Yes Yes O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes No No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998?		Yes O	
Do you enter the same level of information on computerised records as you do with paper medical records? Is the medical records store physically secured out of hours? Yes O No No Do you date and sign any entries or corrections made in the records? Yes Yes O No O When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes Yes O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes O		No O	
computerised records as you do with paper Is the medical records store physically secured out of hours? Yes No No No Do you date and sign any entries or corrections made in the records? Yes Yes No No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes Yes No No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes Yes No Yes No Yes No No No			NU O
Computerised records? Yes medical records? Yes No No Ob you date and sign any entries or corrections made in the records? Yes No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes Y	-		is the medical records store physically secured
Yes Yes No No Do you date and sign any entries or corrections made in the records? Yes Yes Yes No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes Yes No Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes Yes Yes Yes Yes Yes Yes No No No No Yes Yes No No Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes			
Yes No No No Do you date and sign any entries or corrections made in the records? Do you ensure that confidential waste is properly destroyed? Yes No No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes No No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes No	medical records?		
No O Do you date and sign any entries or corrections made in the records? Do you ensure that confidential waste is properly destroyed? Yes O When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes O No O If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes O		Yes O	
bo you date and sign any entries of corrections made in the records? Yes No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes Yes No Yes Yes Yes<		No O	NO O
Yes No No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? Yes Yes No No O you have a system to ensure prompt transfer of information from a visit into the medical records? Yes			
No No When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes O No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O Yes Yes Yes O Yes Yes Yes O	made in the records?		
When a decision is made not to visit is a note made of the time, date and reasons for the decision? As a data controller, have you registered with the Information Commissioner? Yes No No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998?		Yes O	
made of the time, date and reasons for the decision? Information Commissioner? Yes No No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes No		No O	NO O
decision? Yes \No \No \No \No \O No \No \O If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes \O Yes \O \No \O			
Yes No No No No No Do you have a system to ensure prompt transfer of information from a visit into the medical records? If you use CCTV have you registered the system with the Information Commissioner and do you comply with the requirements under the Data Protection Act 1998? Yes No			Yes O
No O Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O Yes O		Yes O	No O
Do you have a system to ensure prompt transfer of information from a visit into the medical records? Yes O Yes O			
of information from a visit into the medical records? Yes O			If you use CCTV have you registered the system
Yes O Yes O No O	of information from a visit into the medical		comply with the requirements under the Data
No. O		Yes O	Yes O
			No O

Do you have a written policy for the culling of records?

Yes O No O

Do you have protected levels of access to patient information so that confidential data is shared only with those team members who "need to know"?

> Yes O No O

Does the practice nurse make her own notes of consultations and telephone advice in the patient's records?

Yes O No O