

Record keeping checklist

from The MDU - Risk assessment for revalidation - part one

Are medical records:

- legible
- in chronological order
- made contemporaneously at each consultation?

Yes
No

Do they include:

- a summary sheet
- a repeat medications record? (either manual or computerised)

Yes
No

Do you record allergies in both the manual and computerised records?

Yes
No

Do you enter the same level of information on computerised records as you do with paper medical 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
No

Do you ensure that you inform the patient's own GP if you see a patient outside your practice setting?

Yes
No

Are procedures in place to ensure that patient data is kept secure and confidential?

Yes
No

Do you have a procedure to ensure that staff comply with the relevant legislation on patients' access to their health records?

Yes
No

Do you contact the MDU before disclosure of records to a solicitor over a possible claim?

Yes
No

Do you keep medico-legal correspondence separately from the medical records?

Yes
No

Is the medical records store physically secured out of hours?

Yes
No

Do you ensure that confidential waste is properly destroyed?

Yes
No

As a data controller, have you registered with the Information Commissioner?

Yes
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

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

Yes

No

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

No

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

Yes

No