

PRACTICE ASSESSMENT REPORT



MEDICAL RECORDS

RECORD KEEPING AND PATIENT MANAGEMENT TOOLS

PLEASE NOTE:

The following criteria have been identified as effective physician management tools.

RECORD KEEPING AND PATIENT MANAGEMENT TOOLS	APPROPRIATE(LY)	APPROPRIATE(LY) WITH SUGGESTIONS	CONCERNS	N/A
1. The record system that allows for ready retrieval of an individual patient file is...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The mechanism that notifies the physician when consultant reports and/or laboratory reports have been received is...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The mechanism that ensures that all investigation, consultation and laboratory reports have been reviewed, with appropriate action taken (if required), is...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The record is organized...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Documentation of the consultation record to the referring doctor is...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Patient Summary Sheet(s) (e.g. Cumulative Patient Profile) is/are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In the event that more than one physician is making entries in the patient chart, each physician is identified...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Growth charts are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Antenatal Charts (e.g. Ontario Antenatal Charts) are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Psychiatric forms (i.e. form 1, etc.) are used ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Allergies are identified...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Immunization records are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Flow sheets for chronic conditions are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Flow sheets for health maintenance are...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION RECOMMENDATION:	APPROPRIATE	APPROPRIATE WITH SUGGESTIONS	CONCERNS
RECORD KEEPING AND PATIENT MANAGEMENT TOOLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>