

Patient Medical Record checklist

Health Services

ELECTRONIC MEDICAL DETAILS

Is the pathology labelled / filed properly?

Yes

No

Is labelling done properly for Diagnostic Imaging?

Yes

No

Are electronic letters done for correct patient?

Yes

No

Are scanned documents done for correct patient?

Yes

No

Are the electronic letters FORWARDED?

Yes

No

Are the electronic letters SENT BACK?

Yes

No

Are the electronic letters DISTRIBUTED?

Yes

No

GENERAL DETAILS

Mention the Medical Record Number

MANUAL MEDICAL RECORD CHECK

Is the Patient Label done on all ALL Consultation Report pages?

Yes

No

Are Correspondence of correct patient done?

Yes

No

Are the results done accurately?

Yes

No

Are the labels of the patient done properly?

Yes

No

Is the medical record file / cover well maintained?

Yes

No

Are the recent documents placed on top?

Yes

No

Are there separate tab for every documents?

Yes

No

PATIENT REGISTRATION SCREEN CHECKS

Is General Practitioner available on Patient Registration Screen?

Yes

No

Is the marital status updated on Patient Registration Screen?

Yes

No

Is the title updated on Patient Registration Screen?

Yes

No

Is Next of Kin updated?

Yes

No

Did Referral Screen have Copy to Doctors option?

Yes

No

In Patient Registration Screen was "Estate of" marked incase of Deceased?

Yes

No

Is Date of Death written incase of Deceased?

Yes

No

In Patient Registration Screen was "deceased" marked incase of Deceased?

Yes

No