

Medical record keeping checklist

The absolute minimum standard for accurate medical record keeping, whether it is paper based or electronic, requires that records be legible and contain:

Patient demographics, such as name, date of birth, and contact details

Progress notes that document a patient's clinical status or achievements during hospitalisation or outpatient care

Specialists' letters and other correspondence

Advice or information given and consent discussions/forms

Video or audio recordings

Patient's medical history, including allergies, health conditions, and medical or surgical procedures

Examination findings, including test results, X-rays, scans, and photographs

The provisional diagnosis reached and any other diagnoses that were considered

The management plan, including recommended treatment, tests ordered and medications prescribed
