

# Medicare - Administrative record keeping checklist

Storing administrative records electronically can require special consideration. Electronic records can be altered or lost and preventing this from occurring will benefit your practice with accurate records that are easily retrieved increasing the efficiencies in your practice.

The following electronic administrative record keeping checklist can help you evaluate and review how your electronic administrative records are being managed and whether there are any areas for improvement. It may also assist if you need to participate in a compliance audit.

The question button provides a description of common characteristics of good administrative record keeping relating to each question. When considering whether to answer yes or no for each question, refer to the description to assess your practice's current administrative record keeping processes. It will also give you advice on how you might be able to improve record keeping in your practice.

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**Q1** Does your practice have an administrative record keeping policy?

Yes                      No

**Q2** Does your management support good administrative record keeping practices?

Yes                      No

**Q3** Is the responsibility and accountability for administrative record keeping assigned to a specific person or group of people?

Yes                      No

**Q4** Have staff who manage records been trained in administrative record keeping?

Yes                      No

**Q5** Does your practice have procedures for handling and managing administrative records?

Yes                      No

**Q6** Do your staff know the administrative record keeping obligations for your practice?

Yes                      No

**Q7** Can your practice's administrative records be found easily when needed?

Yes                      No

**Q8** Are the administrative records in your practice stored securely so that they can't be stolen, damaged or altered?

Yes                      No

**Q9** Does your practice adhere to regulations governing the destruction of administrative records?

Yes                      No

**Q10** Does your practice conduct both staff performance reviews and internal audits of your administrative record keeping processes? Do you report on the outcomes of the audits and do you make improvements based on the findings?

Yes                      No

