Medicare - Electronic Administrative record keeping

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 health provider compliance audit.

The question button provides a description of common characteristics of good administrative record keeping relatiing 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.

Q1   Does your practice have a computer security coordinator?

Yes   No

Q2   Does your practice have an electronic administrative record security policy?

Yes   No

Q3   Does your practice have written procedures on naming protocols for data that is filed electronically?

Yes   No

Q4   Do you have policies that define different access levels for your electronic records?

Yes   No

Q5   Do you have a disaster recovery plan for your computer system?

Yes   No

Q6   Do you back-up all your data on a daily basis and do you store your back-up data off site?

Yes   No

Q7   Do you have anti-virus software installed on your computers?

Yes   No

Q8   Do you have hardware and/or software firewalls installed?

Yes   No

Q9   Is your computer system maintained at a high performance level, and do your staff deal with and report computer performance issues promptly?

Yes   No

Q10   Are all staff trained in your practice's computer system functions, and do they know about your practice's policies and procedures for electronic record keeping?

Yes   No

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