

# Record Keeping Checklist

## Introduction

To assist kinesiologists in meeting the performance expectations outlined in the Practice Standard-Record Keeping, some key elements have been highlighted in the form of a checklist. This list is not exhaustive; it is intended to provide kinesiologists with an optional tool that can be used to facilitate the application of the standard into clinical practice and/or assist in auditing their own records. The checklist should not be used in isolation. The Standard and Guideline provide additional information and there may also be legislative or employer requirements that are not covered in the checklist.

## Patient/Client Records

**Identification** – Is there a system to uniquely identify patients, providers and the Health Information Custodian?

- Patients/Clients     Health Information Custodian (HIC)     Providers

**General** – Have the following areas been managed appropriately?

- |  |  |
|--|--|
| <input type="checkbox"/> Legibility of entries   | <input type="checkbox"/> Additions or changes to the record          |
| <input type="checkbox"/> Use of abbreviations (e.g. having a master list/legend of abbreviations/acronyms) | <input type="checkbox"/> Storage, retention, and disposal of records |
| <input type="checkbox"/> Signatures  | <input type="checkbox"/> Access and privacy policies                 |
| <input type="checkbox"/> Dates   | <input type="checkbox"/> Self-Audit mechanism                        |

**Professional Intervention** – Have the following items been included and captured in appropriate detail?

- |   |  |
|---|--|
| <input type="checkbox"/> Patient/client demographics                | <input type="checkbox"/> Assessment results (including objective measures) |
| <input type="checkbox"/> Relevant health, family and social history | <input type="checkbox"/> Treatment/intervention goals                      |
| <input type="checkbox"/> Referral (as required)                     | <input type="checkbox"/> Treatment/intervention plan                       |
| <input type="checkbox"/> Patient/client subjective concerns         | <input type="checkbox"/> Assessment rationale                              |
|   | <input type="checkbox"/> Treatment/intervention provided                   |

- Advice to patient/client
- Components of care that were assigned to another provider
- Dates of all patient interactions

- Copies of or notes documenting all relevant communications (written, verbal and electronic)
- Authorization for delegated acts (where necessary)

**Consent** – Was informed consent obtained and documented for the following?

- Assessment
- Treatment/intervention
- Billing
- The involvement of other care providers
- Collection, use and disclosure of information

**Progress Notes** – Do progress notes appear at an appropriate frequency and do they include the following?

- Outcomes measures used
- Results achieved
- Subsequent changes to the treatment plan
- Treatment/intervention provided
- Date of encounter
- Assessment results
- Advice to patient/client

**Discharge Summaries** – Are discharge summaries routinely completed and do they include the following?

- Reason for discharge
- Status at discharge
- Advice to patient/client
- Other details as appropriate

**Collaborative Records** – Do collaborative records allow kinesiologists to meet the performance expectations outlined in the standard including (records will be maintained for 10 years):

- Retaining ongoing access
- Ensuring all entries can be attributed to the appropriate care providers

## Financial Records

Do financial records include the following?

- |  |   |
|--|---|
| <input type="checkbox"/> Identification of both patient and provider | <input type="checkbox"/> Amount charged   |
| <input type="checkbox"/> Service or product provided                 | <input type="checkbox"/> Amount collected |
| <input type="checkbox"/> Date of service                             | <input type="checkbox"/> Balance          |

## Equipment Records

Do equipment records include the following?

- Are records of equipment inspection, maintenance and service kept (e.g. calibration)? Are regular inspections, maintenance and service of equipment completed as required?

## Notation

In the event of any inconsistency between this standard and any legislation that governs the practice of kinesiologists, the legislation governs.