



COMMUNITY HEALTH PLAN
of Washington

Committed to your health.

Medical Recordkeeping Practices

Date:		Time:	Reviewer:	
Site Name and Address			PCP <input type="checkbox"/>	
Contact				
Phone #				

Pass/Corrective Actions/Fail for Criteria - Medical Recordkeeping Practices	Pass 90-100%	Corrective Actions 70-89%	Fail Under 70%	
Total Score for Criteria:				
How many files reviewed:				

Criteria: Medical Records Paper	Full	Partial	Non-Compliant	Not Applicable
Medical Records are kept in a confidential manner and stored securely	2	1	0	N/A
Only authorized personnel have access to records	2	1	0	N/A
Staff receive periodic training in member information confidentiality	2	1	0	N/A
All pages securely attached in the medical record: No loose notes	2	1	0	N/A
Patient name on all pages in record	2	1	0	N/A
Missed appointments are documented	2	1	0	N/A
Medical records are organized and include the following: History and physicals, Allergies and adverse reactions, Immunization records, Medications, Problem list, Past medical history, Lab notes, Hospital admissions, Documentation of clinical findings and evaluation for each visit, Preventive services/risk screening	2	1	0	N/A
Tracking system to facilitate medical record location at all times	2	1	0	N/A
Off-site storage, purging criteria, where stored, security measures, who has access	2	1	0	N/A
Score for Paper files:				

Criteria: Medical Records Electronic				
Secure confidential filing system	2	1	0	N/A
Password protected	2	1	0	N/A
User has appropriate authorization and user levels. Access to confidential information is restricted.	2	1	0	N/A
Tracking system for who accesses records	2	1	0	N/A
Tracking system for all missed appointments, changes/updates to the records	2	1	0	N/A
Staff receive periodic training in member information confidentiality	2	1	0	N/A
Records include: History and physicals, Allergies and adverse reactions, Immunization records, Medications, Problem list, Past medical history, Lab notes, Hospital admissions, Documentation of clinical findings and evaluation for each visit, Preventive services/risk screening	2	1	0	N/A
Back up server/plan in the event of an emergency to ensure that electronic records are preserved and secure	2	1	0	N/A
Plan for handling old paper files	2	1	0	N/A
Score for Electronic files				

Corrective Actions and/or Recommendations

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