

## Medical record self-evaluation

Medical record self-evaluation is an excellent way for the physician to identify strengths and weaknesses in his record keeping. To help the physician carry out this exercise, the Collège des médecins du Québec has drawn up a list of clear criteria to evaluate medical record-keeping practices during professional inspection visits to practicing physicians.

RECORD-KEEPING CRITERIA	PRESENT	NEEDS IMPROVEMENT	N/A
<b>1. Record classification system</b>			
<b>2. Complete patient identification for each component of the record</b>			
<b>3. Elements are filed by category and in chronological order</b>			
<b>4. Legibility is satisfactory</b>			
<b>5. The following elements are entered in the record</b>			
<i>a) Complete, updated summary</i>			
<i>b) List of medications</i>			
<i>c) Date of each consultation</i>			
<i>d) Reason for the consultation</i>			
<i>e) Family or personal history</i>			
<i>f) Description and duration of the symptoms noted in the history</i>			
<i>g) Physical examination noted with the relevant positive and negative findings</i>			
<i>h) Basic parameters (vital signs)</i>			
<i>i) Main or differential diagnosis</i>			
<i>j) Complementary test requests</i>			
<i>k) Consultation requests</i>			
<i>l) Prescriptions for medications, including dosages</i>			
<i>m) Other treatments</i>			
<i>n) Surgical protocols</i>			
<i>o) Follow-up visits</i>			
<i>p) For follow-up of a specific clientele:</i>			
<i>- periodic health evaluation</i>			
<i>- lifestyle habits counselling</i>			
<i>- periodic medication review</i>			
<i>q) Signature</i>			
<b>6. Documents to be entered in the record</b>			
<i>a) System in place to ensure follow-up of abnormal complementary test results</i>			
<i>b) Summary of hospitalizations or consultation reports</i>			
<i>c) Copy of medical certificates</i>			
<i>d) Copy of legal authorizations</i>			