

Client Health Record Structure

1. INTRODUCTION

The purpose of this policy is to ensure that there is consistency in the structure of client health records

2. POLICY

2.1 All client health records will be structured as follows.

Clinic files	
Left side of file	Right side of file
ACC forms	Front sheet
Admissions	Treatment and progress notes
Sticky labels	Letters
	Pathology reports
	ECG/Pathology reports

3. RESPONSIBILITY

3.1 Employees are responsible for following this policy.

3.2 Managers are responsible for ensuring this policy is followed

4. COMPLIANCE

4.1 Any established breach of this policy may constitute serious misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal Procedures for Serious Misconduct.

5. REFERENCES

5.1 NZS 8134 2001 Mental Health and Disability Sector.

Responsibility for Procedure:

Managers

Approving Authority:

Chief Executive

Reference:

Operations