



MEDICAL RECORDS REVIEW

Provider Name: _____ Date: _____ Location: _____

Chart ID #:					
Member DOB:					
Sex:					
Number of Encounters:					

*** MEDICAL RECORDKEEPING***					
Medical records are stored securely and out of public access					
Medical records are easily and readily retrievable					
Written authorization is obtained for the release and transfer of medical records					
A confidentiality (HIPAA) policy is in place including a policy for electronic security					
There is a procedure for retention and safeguarding medical records					
The chart is organized and in chronological order					
Individual charts maintained					
There is a process to enter patient ID on all pages					
There is a section and/or form for patient demographic/personal data					
Medical records documentation standards are applied					
CONTENT					
Pages are fastened-not loose					
All entries dated					
The record is legible					
Each entry is signed by the person making the entry					
Problem list maintained					
Medication list maintained					
Allergies/adverse reactions prominent or NKA noted					
Appropriate past medical history					
Documentation of smoking habits and ETOH/substance abuse					
Pt/health education, counseling or medical social services as required documented					
Pertinent history and physical exam					
Labs and other studies ordered as appropriate					
Working diagnoses consistent with findings					
Plans of action/treatment consistent with diagnosis					
There is notation of follow-up needed within a specific timeframe					
Unresolved problems from previous visits addressed					
Evidence of appropriate use of consultants-no over or underutilization					
Evidence of continuity/coordination of care with primary and specialty physicians					
Consultant summaries, lab and imaging study results reflect physician review					
Communication of abnormal labs and/or test results to patient documented					
Immunizations up to date or there is an appropriate history in the adult record					
Care appears to be medically appropriate					
Preventive services appropriately used					
No evidence that the patient is put at risk by a diagnostic or therapeutic procedure					

Comments: _____
