



**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15591(P)
Category: Continuing Care
Title: Client Records Procedure

Approved by: VP Integrated Health Services

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Source: Home Care Managers
Date Effective: December 18, 2008

Review Date:					
Initial:					

PROCEDURE

1. There should be written policies and procedures indicating how the various forms are to be completed and used.
2. Home Care providers, who are inexperienced in documenting on client care records, should be given the preparation necessary to perform the recording functions.
3. All Home Care providers should be familiar with usual charting requirements.
4. Client care records should contain:
 - a) sufficient information to:
 - identify clients clearly;
 - justify the reasons for admission;
 - identify problems including, where applicable, diagnosis of disease and subsequent treatment; and
 - document the results of treatment
 - b) documentation of the care provided with an indication of the client's physical condition, problems, psychological status and goals and client progress (or lack of progress) should be evident.
5. All records should contain the following and be maintained in a single client record:
 - a) identifying data (i.e. surname, given names, birth date, Saskatchewan Health card number, address, etc.);
 - b) assessment form;
 - c) care plan, which includes goals and time frames;
 - d) social histories and, if indicated, a nursing history;
 - e) records of medications, therapeutic treatments and care provided;
 - f) the reason for any decision made, or document signed on behalf of a client, by any person other than the client him/herself;
 - g) physician's orders;
 - h) progress notes, flowsheets;

- i) any record of action taken to arrange alternate care if the client is discharged; and
 - j) a discharge summary, indicating the date and time of discharge, reason for discharge or cause of death, circumstances of discharge and person notified.
6. All client records must be stored and secure in a locked cabinet/room.