



**PRAIRIE NORTH REGIONAL  
HEALTH AUTHORITY**

**POLICIES & PROCEDURES**

**Number: 15591**  
**Category: Continuing Care**  
**Title: Client Records**

**Approved by: VP Integrated Health Services**

*DA J. J. J. J.*

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

<b>Review Date:</b>					
<b>Initial:</b>					

**PURPOSE**

The purpose for documentation should be to:

- a) provide pertinent information on the condition of clients;
- b) provide client care plans with specific goals and time frames;
- c) outline various interventions by physicians, nurses and other persons who are involved in the care of clients;
- d) communicate the response of clients to various interventions; and
- e) record actual care provided to clients.

**POLICY**

- 1. Prairie North Regional Health Authority will maintain complete records on all clients receiving Home Care services until legislation requirements to do so are met.
- 2. Client records are to be kept confidential.
- 3. All client records must be stored in a locked cabinet/room.