Medical Records checklist

☐ Decide format of medical records (paper or electronic or combination).

☐ Capability to record information as listed in Best Practice.

☐ Find supplier of format (Software Company, medical records paper suppliers etc.).

☐ Filing system if paper-based.

☐ Records are secure.

☐ Records can be retrieved quickly.

☐ Backups, firewall, UPS if electronic-based.

☐ Documented level of detail required in patient records by locums and employees.