

SAMPLE CLIENTS SERVED FILES POLICY

PURPOSE

To set out the policies and procedures related to the maintenance of client files by First Nations Health Organization employees.

POLICY

The First Nations Health Organization shall keep all client files up-to-date and in order for easy access for the physician and nurse. It shall be the nurse's and unit clerk's responsibility to keep information safe, confidential and up-to-date with accurate information.

POLICY APPLICATION

Client files shall be considered confidential information and kept individually in the filing room or digitally where they can be safely stored. Only the nurse(s), unit clerk, will have access to these files. These files shall be maintained, reviewed and kept up-to-date at all times. All entries will be dated and signed by the employee. Only recognized abbreviations must be used.

Programs managers will identify the number of participants in each program for their month end stats. Medical Transportation staff will keep track of clients' appointments dates, location and times needed for travel.

Client files shall contain:

1. Client Name, D.O.B, Address and contact#, Medical#, Status#, Emergency Contact#, Next of Kin
2. Referrals
3. Prescriptions
4. Appointments
5. Test Results
6. Doctor and Nurse Notes
7. List of Medications that have been taken and or are currently taking
8. Allergies
9. Treatments and dressings
10. Signed authorizations and consents to provide services
11. Care plans (If client is in the Home Care Program)
12. Progress, observation and case notes
13. Incident reports, adverse events or near misses