

Medical Record Department (MRD) Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	IMS 1 a	Does every medical record has a unique identifier?		
2	IMS 1 b	Has the SHCO identified/ defined employees/ workers as per designation, who can make entries in the medical records?		
3	IMS 1 c	Has the SHCO ensured that all the medical record entries are dated and timed?		
4	IMS 1 d	Has the SHCO ensured that the author of the entry in medical records is identifiable?		
5	IMS 1 e	Are the policies and SOPs on having a complete and accurate medical record for every patient made available?		
6	IMS 2 a	Does the SHCO ensure that medical report contains demographic information, including the patient's name, age or date of birth, birth, gender address, telephone number, details of any legally authorized representative?		
7	IMS 2 a	Do the mandatory document requirements of a patient record contain: UHID, demographic details, admission record, discharge summary or death summary, clinical information such as reasons for admission, initial diagnosis, findings of assessment and reassessment (by doctors/ nurses/ dietician/ physiotherapist), any allergies, results of diagnostic and therapeutic test and procedures, final diagnosis, treatment goals, plan of care, any revision to the plan of Care, progress notes, any medications prescribed, any medications administered including the strength, dose, frequency and route of administration, any adverse reactions noted, any consultation reports, consent forms, counselling forms, lab reports, doctors' orders, Nursing assessment and reassessment, nurses' records and TPR / BP chart?		
8	IMS 2 a	Does the SHCO decide the sequence in which the medical records should be stored?		
9	IMS 2 b	Does the SHCO ensures that the medical records contain information regarding reasons for admission, diagnosis & plan of care?		
10	IMS 2 c	Does the SHCO ensures that all records, where applicable, should include: consent forms, diet charts, pain assessment sheets, PAC & anesthesia consent, anesthesia monitoring charts, recovery charts, Surgery Consent, Pre-op Check list, OT records, post-op records, Surgical Safety Check list, intake - output charts, fluid charts, ICU monitoring charts & emergency sheets, etc.?		
11	IMS 2 d	Does the SHCO ensure that the discharge summary contains the discharge diagnosis, medications advise on discharge & how and when to obtain emergency care in case of problem?		

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12	IMS 2 d	Does the SHCO ensure that patients discharged against medical advice must also receive a discharge summary?		
13	IMS 2 e	In case of death, are the death summary and death certificate included?		
14	IMS 2 f	Does care providers have access to current & past medical records of patients?		
15	IMS 2 f	Does access to medical record limited to authorised department /SHCO staff?		
16	IMS 3 a	Is a policy available on maintaining confidentiality, security and integrity of information?		
17	IMS 3 a	Is there a document available that shows that confidentiality, integrity and security of information stored in medical records is maintained in a safe manner so that loss, theft and tempering of medical records are prevented?		
18	IMS 3 a	Does the SHCO define the timeline in which the medical records can reach the MRD after the patient is discharged? / Who defines the timeline in which the medical records can reach the MRD after the patient is discharged?		
19	IMS 3 a	Are SOPs available to get the medical records of the patient, if requested by the doctor outside the working hours?		
20	IMS 3 a	Is proper pest control available so that medical records are not destroyed by rodents etc.?		
21	IMS 3 a	Can adequate measure taken to safeguard against loss of records due to humidity, environmental conditions and fire be demonstrated?		
22	IMS 3 b	Is there a document available that shows that privileged health information is used for the purpose identified or as required by law and not disclosed without the patient's authorization?		
23	IMS 4 a	Are there documented procedures for retention time of patients' clinical records and retention process kept confidential and secure?		
24	IMS 4 b	Is a policy available for retention process providing confidentiality & security ?		
25	IMS 4 c	Are documented policies and procedures available that show the destruction of medical records, data and information as per the laid down procedure?		
26	IMS 4 c	Do the documented policies and procedures include adequate measures taken to safeguard data against leaking of information from the records during destruction?		
27	IMS 4 c	Is a medical record audit and mock drill conducted at least twice a year?		