

# Unison Health Plan

## MEDICAL RECORDKEEPING REVIEW

Score required to pass is 80% and above.

**Practitioner Name:**

**Location:**

**County:**

**TYPE OF REVIEW:**      **CRED**\_\_\_\_      **NEW SITE**\_\_\_\_\_

**Reviewer:**

**Title:**

**Date:**

# Unison Health Plan

## PRACTITIONER MEDICAL RECORDKEEPING REVIEW

Practitioner Name: \_\_\_\_\_

Practitioner Address: \_\_\_\_\_

CRITERIA	DESCRIPTION OF CRITERIA	YES	NO	N/A	WGT	COMMENTS
1. Chart Identification	Charts are easily accessible by numerical or alphabetical order. If charts are filed by family then each member should have a separate chart with in the family chart				10	
1.1 Individual or Family	Document in comment section the system used.					
2. Demographic Sheet:						
2.1 Patient Name	First and last name should be present				2	
2.2 Address	Address where patient can be reached by mailings				2	
2.3 Phone Number	Patient phone number or contact person if patient does not have a phone.				2	
2.4 Birthdate/age	Patient date of birth and age should be noted				2	
2.5 Emergency contact name and phone number	Person who in an emergency can be contacted.				2	
2.6 Employer name and phone number	employer name and phone number should be listed. If n/a this should be noted.				0	
2.7 Marital status	Marital status should be noted.				0	
2.8 Sex/gender	Patient sex/gender should be noted					
3. Problem List	Designated area of medical record where significant illnesses or medical conditions can be documented.				10	
4. Medication List	Designated area of medical record where maintenance type medications are noted.				10	
5. Allergies	Area on chart, preferably front sheet or cover of chart where allergies can be noted. If no allergies must document NKA.				10	
6. Progress Notes						
6.1 Legibility	Record is legible to someone other than the writer				10	
6.2 Date	All entries are dated.				5	
6.3 Signature	Each entry contains author's identification. It may be handwritten, initialed or electronic.				5	
7. History/ Physical	There should be a section in medical record that identifies History/Physical				5	
8. Diagnostic Testing	Laboratory, x-rays and consults should be separated from progress notes.				5	
9. Preventive Health	Area should be present to address preventive health issue:				5	
10. Advanced Directive	Area on chart to address advance directive should be present on charts of patients 65 years and older. Pediatricians and OB/GYN are N/A				5	
11. Confidentiality of records	Records are stored in a confidential manner away from public access.				10	
TOTALS					100	
SCORE		0%				

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Unison Health Plan

## PRACTITIONER MEDICAL RECORDKEEPING REVIEW

**SCORE**      0%

Provider Name:

Location:

Comments:

Reviewer:

Documentation appears to meet Plan Standards

Yes \_\_\_\_\_

No \_\_\_\_\_

If No, explain:

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Recommended Action Plan:

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\_\_\_\_\_  
Medical Director Signature

\_\_\_\_\_  
Date

Facility \_\_\_\_\_

Date \_\_\_\_\_

**Unison**

**Medical Record Keeping Feedback Form**

Score required to pass is 80% and above.

\_\_\_\_\_ 1.1 Charts should be easily accessible by alphabetical or numerical order. If family charts are kept then each individual family member should have their own chart within the family chart.

\_\_\_\_\_ 2.1 First and last name should be located on a demographic sheet.

\_\_\_\_\_ 2.2 Patient address should be on a demographic sheet. If a patient does not list an address, there should be an address for a person who can reach the patient if necessary.

\_\_\_\_\_ 2.3 The patient phone number should be listed on the demographic sheet. If there is no phone number; a neighbor, family member or friend should be listed. The number should be that of someone who has close contact with the patient.

\_\_\_\_\_ 2.4 Birth date and age should be located on the demographic sheet. This can be helpful when an office has more than one person with the same name.

\_\_\_\_\_ 2.5 Emergency contact person and phone number should be present in the medical record.

\_\_\_\_\_ 2.6 Employers name and phone number should be noted if applicable.

\_\_\_\_\_ 2.7 Marital status should be noted.

\_\_\_\_\_ 2.8 Sex/gender should be noted

\_\_\_\_\_ 3.0 A problem list should be incorporated into the charting system. This area where significant illnesses or medical conditions are documented, should be updated frequently to show both active and inactive conditions. A sample problem list given.

\_\_\_\_\_ 4.0 A medication list should be incorporated into the charting system. This section should be a current list of maintenance type medications. A sample medication list given.

\_\_\_\_\_ 5.0 Allergies need to be noted in a prominent place in the chart. Such prominent area could be the cover of the chart or an area easily identified when the chart is opened. If the patient has no allergies then NKA needs to be documented.

\_\_\_\_\_ 6.1 Records need to be legible to others outside of your office. Dictation/transcription is a strategy to correct this situation.

\_\_\_\_\_ 6.2 All entries in the medical record should be dated.

\_\_\_\_\_ 6.3 Each entry needs to contain the author's identification. Signature can be electronic, hand written or initialed.

\_\_\_\_\_ 7.0 There should be a designated history and physical section in the chart. This section should include an in depth history and physical and be routinely updated.

\_\_\_\_\_ 8.0 Designation of a section for laboratory, x-ray and consult results separate from progress notes can result in organized charts. There should also be documentation that the practitioner has reviewed all tests and consults. This can be accomplished by initialing the results as they are reviewed.

\_\_\_\_\_ 9.0 Preventive Health issues should be addressed in a designated area of the chart. A sample preventive health sheet given.

\_\_\_\_\_ 10.0 A designated area of the chart should be utilized to address the presence or absence of an advance directive for patients 65 years and older. Such places could be the problem list or chart cover. If an advance directive exists there should be easily noticeable documentation such as a sticker on the front of the chart. Sample advance directive stickers will be given to office if needed.

\_\_\_\_\_ 11.0 Medical records should be moved to a secure area to ensure patient confidentiality. Medical records may be kept in filing cabinets, which remain closed, behind the reception desk or in a separate room or office away from the public.

COMMENTS: \_\_\_\_\_  
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\_\_\_\_\_

Reviewer: \_\_\_\_\_

Office Personnel: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_