

ALTNAGELVIN HOSPITALS HEALTH AND SOCIAL SERVICES TRUST

DIRECTORATE OF CLINICAL SUPPORT SERVICES

PATIENT'S CASENOTES STANDARDS

The following standards were agreed by the Hospital Management Team at its meeting on 14 May 1996 and reaffirmed at its meeting in September 1997.

1. Only one set of casenotes should exist for each patient (exception - Maternity Notes)
2. The cover of all casenotes must be intact and clearly marked to identify the patient. Any known allergies must also be clearly written on the front cover.
3. Handwriting on notes should be in dark ink to facilitate legibility, photocopying and miniaturisation.
4. The date and time of every note must be shown.
5. The name of the person signing the notes must be printed underneath the signature. (HIGHLY RECOMMENDED)
6. Only approved hospital abbreviations should be used. 'Left' and 'Right' must always be written in full. Digits must be named not numbered.
7. Medical or nursing notes must never be erased, over-written or inked out. Errors must be scored out with a single line and the corrected entry written alongside with the date, time, signature and name printed. Correction fluid must not be used.
8. Any additions must be separately dated, timed and signed.
9. No personal comments must be made in the patients casenotes.
10. Typed notes and all hospital correspondence must be checked and signed by the doctor who dictates them. Any corrections to correspondence must be made on all copies or the correspondence re-typed.
11. Request forms (pathology, x-ray, etc.) must have an addressograph label attached to identify the patient and include appropriate previous history, the ward/department, and the name of the Consultant. These forms must be signed and dated by the requesting authorised practitioner.
12. All results must be reviewed and initialled by a Clinician (and appropriate action taken) before being filed in the patient's records.
13. All prescriptions must be printed in black ink, and be legible, dated and signed. Instructions regarding discontinued drugs must be dated and signed by the doctor.

S M DUNNE
May 1996
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