

Clinical Record Keeping



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Dental Health Services Victoria

Clinical Recording

IF IT'S NOT WRITTEN- IT DIDN'T HAPPEN



Clinical Recording

COMPLIANCE LEVELS

- 🔥 Registration Boards
- 🔥 Legislative Frameworks (State and Federal)
- 🔥 Organisation Policies and Procedures



Clinical Recording

The Dental Practice Board of Victoria has guidelines for standards of clinical documentation

<http://www.dentprac.vic.gov.au/docs/c003.pdf>

<http://www.dentprac.vic.gov.au/docs/i013.pdf>

- Legal requirement for accurate documentation of clinical procedures in patient record in case of a dispute or requirement to provide evidence
- Accurate records assist in efficient care delivery in the case of another clinician assuming patient's treatment



Clinical Recording

Other Advantages of High Quality Records

- 🔥 Identification of Deceased Persons
- 🔥 Information for Teaching, Education & Research
- 🔥 Communication Tool Within and Outside of Organisation
- 🔥 Quality Review



Clinical Recording

What constitutes a clinical record?

- 🔥 notes made by practitioners or other staff
- 🔥 completed medical questionnaires
- 🔥 consent for treatment
- 🔥 correspondence
- 🔥 radiographs, other special investigations
- 🔥 records of financial transactions
- 🔥 drugs prescribed (name, quantity, dose)
- 🔥 drugs administered
- 🔥 comments of patient re-treatment, complaints



Clinical Recording

Guidelines for documentation

- 🔥 legible, hand-written in ink or typed
- 🔥 chronological order
- 🔥 objective, unemotional language
- 🔥 date, treatment
- 🔥 signature - full name printed if signature illegible
- 🔥 accuracy is the treating clinician's responsibility
- 🔥 corrections made by striking out incorrect word



Clinical Recording

Standard of dental records

- 🔥 clear identification of patient
- 🔥 medical history
- 🔥 presenting complaint, relevant history, clinical findings & diagnosis
- 🔥 clear & concise
- 🔥 easily retrievable



Clinical Recording

Other Issues

- 💧 Electronic = Paper Based
- 💧 Client Access (FOI)
- 💧 Client Lead Corrections
- 💧 Retention
- 💧 Storage



Clinical Recording

