A Major Revamp of Medical Record Forms in Castle Peak Hospital

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Introduction
In view of the tremendous amount of medical record (MR) forms existed in various format and under separate databases, a review exercise on the management of medical record form was conducted.

Objectives
1. To facilitate the management of MR forms in the Castle Peak Hospital
2. To promote MRU intranet as the central database for the most updated MR forms

Methodology
1. Since 2011, the Sub-Committee for Structure of Medical Folder and Medical Record Forms had reviewed more than 500 MR forms to eliminate duplicated forms and assemble similar forms.
2. Proper procedure on the creation and revision of medical record forms is established. All MR forms are registered in the cluster level.
3. The MR forms intranet is reformed and linked with the revamped Paperless Ward System. Supplementary information of the MR forms, i.e. MR number and date of version, is provided on the page.
4. An index is created to summarise all current and obsolete MR forms. The index system consists of in-patient and out-patient. Each of them is further divided into various categories which are defined by different health care disciplines and functions, e.g. Essential, Medical, Nursing, Allied Health etc. Current forms are then assigned to respective categories according to the form nature and the form users.
5. Whenever there are new and updated forms available on MRU intranet or obsolete forms removed from MRU intranet, MRU notifies wards and nursing units via email.
6. Briefing sessions have been organized for form users to introduce them the MRU forms page and the communication channel to get informed of new, updated and obsolete forms.
7. Half yearly visits to wards and OPD to ensure all medical record forms comply with the hospital standards

Result
1. The total number of MR forms is reduced from 500 to 190.
2. All MR forms are
centralised and located at MRU forms page. They are kept to be up-to-date and accessible by form users. 3. With the notification emails, form users can prepare stock of new forms and replace outdated forms. 4. With the index system, the time required for looking up forms is significantly shortened and work efficiency is enhanced.