Unified Compilation Format of Medical Records in M&G wards
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Introduction
Different compilation formats of patient medical records in different wards result in 1.Substantial time spent on searching the needed medical information 2.Interruption of flow during clinical round 3.Printing of extra copy of medical report 4.Rearrangement of medical record after patient transfer

Objectives
To standardize compilation format of patient folder in M&G wards.To save time spent on searching information in patient folder. To minimize the disturbance of individual ward practice. To save time for re-organization of patient folder during transfer

Methodology
1)A pre and post-test in document finding by using a control ward (F3B) and program ward (F2). Designated document is requested to find out with time counting 2)Phase 1: a) the sequence order of patient medication chart board and observation chart board have been standardized.; b) all patient documents in patient folder are divided into 4 columns including - Nursing document - 1st divider (Progress) MO information & progress, - 2nd divider (Lab. Report) all lab. Forms - 3rd divider (ECG/ EDU & X-ray) all related forms & reports - Paper folder for all used sheet All M&G ward are fully implemented about this new arrangement and most of staff are welcome this new system with common language and the satisfaction survey has been done 3)Work in Team 1 of M&G (4 wards) – phase 2 In this phase the system has been further modified. Once transfer case from bed to bed or ward to ward within the 4 wards in team 1, it is only to transfer the index and the cover of file only. There is no need to take out all the paper or document from the folder and transfer to another file. 4)Satisfactory Survey

Result
1) time saving in retrieval of patient document can save 46% 2) over 80% of staff are

satisfied with this new arrangement 3) average save 71% in document handling after new method use for patient transfer Conclusions 1)Staff can easily retrieve all the document from patient folder providing quality care with time saving 2)Staff has a common language in dealing with the patient folder of ward in M&G Department 3)Minimize risk of missing document in folder handling