



Service Priorities and Programmes Electronic Presentations

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Review on Medical Record Forms in Grantham Hospital (GH)

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Introduction

GH has launched a hospital wide programme on medical record (MR) forms review in 2011. Set up a structured governance body and policy on medical record forms management.

Objectives

Perform hospital wide review on MR forms. Remove the obsolete forms and integrate the similar, reduce redundancy and duplication. Standardize the format of MR forms. Set up a central registry. Establish procedure for the creation and revision of MR forms.

Methodology

Stock take of forms - Completed in June 2011 – total 717 no. (included both MR and non-MR forms). - Out of 717, there were 583 no. of forms were departmental base MR forms, without central regulating and standard format. 2. Set up the Forms Management Taskforce - Taskforce was set up in September 2011. - At the initial stage, we focused on the MR forms, i.e. forms to be filed into the patients' folders. - Memberships included representatives from both clinical departments and allied health departments. - Aim to ensure that all MR forms are complying with the hospital standards. Liaise with various parties to avoid duplication of MR forms which are of similar purposes. Maintain an up-to-date database and master copy of the latest version of the forms and perform periodically review in every 2-3 years. 3. Categorization of forms - Forms were classified into 3 levels Level I – HAHO level Level II – cluster level / GH hospital level Level III – GH department level. 4. Central regulating - Standard format was established and applied to all MR forms. - Policy and procedure on management of MR forms and hospital wide numbering system were established in 2012. Hospital Form Manger was assigned, responsible for MR forms management activities in GH.

Result

As at 2013, 141 no. of medical record forms were successfully registered into the hospital MR forms registry. Departmental base MR forms were reviewed, obsolete forms were deleted, duplicated forms were combined, and out-dated forms were

revised. GH will keep on with the forms management programme, next phase will be focused on the non MR forms and patient pamphlets.