

Patient Record Content

The **Standards of Practice** of the College of Physicians & Surgeons of Alberta (“the College”) are the minimum standards of professional behavior and ethical conduct expected of all regulated members registered in Alberta. Standards of Practice are enforceable under the *Health Professions Act* and will be referenced in the management of complaints and in discipline hearings. The College of Physicians & Surgeons of Alberta also provides **Advice to the Profession** to support the implementation of the Standards of Practice.

- (1) A regulated member who provides assessment, advice and/or treatment to a patient **must**:
 - (a) document the encounter in a patient record (paper or electronic);
 - (b) ensure the patient record is:
 - (i) an accurate and complete reflection of the patient encounter to facilitate continuity in patient care;
 - (ii) legible and in English;
 - (iii) compliant with relevant legislation and institutional expectations; and
 - (iv) completed as soon as reasonable to promote accuracy.
- (2) A regulated member **must** ensure the patient record contains:
 - (a) clinical notes for each patient encounter including:
 - (i) presenting concern, relevant findings, assessment and plan, including follow-up when indicated;
 - (ii) prescriptions issued, including drug name, dose, quantity prescribed, directions for use and refills issued;
 - (iii) tests, referrals and consultations requisitioned, including those accepted and declined by the patient; and
 - (iv) interactions with other databases such as the Alberta Electronic Health Record (Netcare).
 - (b) Information pertaining to the consent process;
 - (c) a cumulative patient profile (CPP) contextual to the physician-patient relationship (the longer and more complex the relationship the more extensive should be the record) detailing:
 - (i) patient identification (i.e., name, address, phone number, personal health number, contact person in case of emergencies);

Terms used in the Standards of Practice:

- “Regulated member” means any person who is registered or who is required to be registered as a member of this College. The College regulates physicians, surgeons and osteopaths.
- “Must” refers to a mandatory requirement.
- “May” means that the physician may exercise reasonable discretion.
- “Patient” includes, where applicable, the patient’s legal guardian or substitute decision maker.

- (ii) current medications and treatments, including complementary and alternative therapies;
 - (iii) allergies and drug reactions;
 - (iv) ongoing health conditions and identified risk factors;
 - (v) medical history, including family medical history;
 - (vi) social history (e.g., occupation, life events, habits);
 - (vii) health maintenance plans (immunizations, disease surveillance, screening tests); and
 - (viii) date the CPP was last updated;
- (d) laboratory, imaging, pathology and consultation reports;
 - (e) operative records, procedural records and discharge summaries;
 - (f) any communication with the patient concerning the patient's medical care, including unplanned face-to-face contacts;
 - (g) a six-year history of patient billing encounter data as required by Alberta Health (identifying type of service, date of service and fee(s) charged); and
 - (h) a record of missed and/or cancelled appointments.
- (3) Notwithstanding clause (2) a regulated member **may** indicate that the required documents are available in Netcare or other database that can be reliably accessed for the length of time the record must be maintained.
- (4) A regulated member **may** amend or correct a patient record in accordance with the *Health Information Act (HIA)* through an initialed and dated addendum or tracked change including the following circumstances:
- (a) the correction or amendment is routine in nature, such as a change in name or contact information;
 - (b) to ensure the accuracy of the information documented; or
 - (c) at the request of a patient identifying incomplete or inaccurate information.
- (5) Notwithstanding (4c), a regulated member **may** refuse to make a requested correction or amendment to a patient record in accordance with *Health Information Act*.
- (6) A regulated member **may** append additional information to a patient record in accordance with the *HIA*.

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