

# Medical Records checklist

- Decide format of medical records (paper or electronic or combination).
- Capability to record information as listed in Best Practice.
- Find supplier of format (Software Company, medical records paper suppliers etc.).
- Filing system if paper-based.
- Records are secure.
- Records can be retrieved quickly.
- Backups, firewall, UPS if electronic-based.
- Documented level of detail required in patient records by locums and employees.