

STANDARDS OF PRACTICE

PATIENT RECORD

Name:	Patient Record
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Type:	Practical Management Standards (PM)
Reference:	

Optometrists must maintain the information contained within a patient's health record in trust and in compliance with Saskatchewan's Health Information Privacy Act.

The patient's health record shall be legible and complete and include the following information:

- The identity of the patient
- The dates of entries to the record
- The identity of the person making the entry
- The patient's history
- The assessment procedures used and the results obtained
- Observations and impressions
- Diagnoses made
- Counseling provided
- Prescriptions given, including ocular and therapeutic
- Treatments administered
- Information from other sources, including past records and consultant reports
- Financial transactions, including billing and receipts to third parties

The right of the patient to access the information in their record or direct the information in their record to another health care provider must not be limited in any manner.

In situations where members relocate their practice or entrust the custody of records to another optometrist in another location, optometrists entrusted with the maintenance of the records must make a reasonable attempt to inform patients of the location of the records.

- Members must comply with the Health Information Protection Act and provide a copy of the patients records if requested by the patient
- Optometrists are expected to utilize reasonable and reliable backup systems
- When patient information is stored on mobile devices or offsite in an identifiable form, the information must be encrypted