

STANDARDS OF PRACTICE

PATIENT RECORD

Name:	Patient Record
Date Approved:	09/30/2016
Date Updated:	09/30/2016, 02/08/2019, 03/08/2024
Date Effective:	10/15/2024
Number:	SP-PM-6
Type:	Practice Management Standards (PM)
Reference:	03.08.2024 MOTION "To amend SP-PM-6 Patient Record as presented." CARRIED

Optometrists must maintain the information contained within a patient's health record in trust and in compliance with Saskatchewan's Health Information Protection 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 refractive and therapeutic
- Treatments administered
- Information from other sources, including past records and consultant reports
- Financial transactions, including billing and receipts to third parties

It is the right of the patient to access the information in their record or direct the information in their record to another health care provider.

In situations where members relocate their practice or entrust the custody of records to an optometrist in another location, the member who initiated such changes must make a reasonable attempt to inform patients of the location of the records.