

Recording and Reporting Checklist

Health Facility Name:.....

Supervisor name:

Date: / /

Mg 19	The following items represent standards of good reporting and recording practices	Observations
1.	Availability of records: There are records for each client at the facility and log books and forms are available for each provided services.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
2.	Availability of stock of records: medical records files, forms, and log books are available in sufficient quantities. Quantities in store can satisfy demand for the coming 3 months.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
3.	Organization of records: Medical records are well organized and properly classified. Classification is according to certain criteria set by the clinic.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4.	Retrieval time of records: Records are easy to retrieve based on an index. The retrieval time is reasonable.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
<i>Records confidentiality and maintaining privacy</i>		
5.	4.1 Client privacy is maintained by keeping the records in a secure area	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	4.2 Health staff to move the client records from registration area to the doctor.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
6.	Records completeness: Medical records and forms are completed properly. Fields are not left blank when instructions require an entry (check three records).	1. <input type="checkbox"/> Y <input type="checkbox"/> N 2. <input type="checkbox"/> Y <input type="checkbox"/> N 3. <input type="checkbox"/> Y <input type="checkbox"/> N
7.	Records Accuracy: The medical record captures the accurate information for the client and no discrepancies were noticed-information is consistent (check three records)	1. <input type="checkbox"/> Y <input type="checkbox"/> N 2. <input type="checkbox"/> Y <input type="checkbox"/> N 3. <input type="checkbox"/> Y <input type="checkbox"/> N
8.	Use of records: Medical records are opened or retrieved and updated whenever a client is checked or seen by the clinic staff.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
9.	Log books: log books are used daily to capture essential information about clients, also logs are used to prepare the monthly reports	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
10.	Reporting: Monthly/quarterly reports are prepared and submitted to management or headquarters on time.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
11.	Availability of copies: Copies of the reports are available in the clinic (seen).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
12.	Discussion of reports: The management discusses the report content with the staff. The staff provides feedback to the supervisor also.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
13.	Reports and action: Actions are taken based on the report results. Decisions and actions are documented.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
14.	Training in record keeping: There is a system in place that allows staff to be trained, coached or mentored in medical record keeping, e.g. formal training, on the job training, peer training.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

Please document the key observations on practices in the supervisory report form with in depth analysis whenever needed and suggestions for solutions and next steps

Hanan Mother, Child Health & Nutrition Project

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