

## POLICY and PROCEDURE

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**Title:** Medical Records File Register **No. 07**  
**Area:** Clinic  
**Date Reviewed:** August 2012

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**Purpose:**

- To ensure all Medical Records Files are accounted, tracked and secured for compliance with legislative requirements.

**Policy:**

- All client medical files shall be located, secured and accounted for at any time during the day within the facility. No client medical files shall be removed from the Health Clinic.

**Procedure:**

- The file register is located on the front Reception Counter of the SCU Health Clinic.
- All confidential client files must be accounted for at all times.
- All files removed from the File Room, which are not on the current day's appointment calendar, must be signed in and out by the staff member or student using the File Register.
- At the end of each shift, the Clinic Reception staff checks that all files signed out, have been returned to the File Room and are secured.

*YOUR PERSONAL SAFETY SHALL BE THE PRIORITY AT ALL TIMES*

**Related Legislation:**

Infection Control AS4187  
OHS Act 2000  
National Safety & Quality and Health Service Standards  
Privacy & Personal Information Act 1998  
Health Records & Information Privacy Act 2002

**Reference / Consulting Body:**

Clinic Management Committee  
Clinical Governance Board