

POLICY and PROCEDURE

Title:	File Register	No. 07
Area:	Clinic	
Date Ratified:	6/10/2015	Date Effective:
Date Reviewed:	1/11/2018	Next Review Date: 1/11/2021

Purpose:

- To ensure all medical record files are accounted for, tracked and secured for compliance with legislative requirements and guidelines.

Policy:

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

Procedure:

- The file register is located on the front reception counter of the 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.
- At the end of each shift, the supervisor must check that no files have been left in the student room, consultation rooms or left unattended or unsecured.
- The supervisor must ensure all files have been returned to front reception at the end of shift.
- Clinic reception staff check that all files signed out have been returned to the file room, and are secured.
- Counselling or GP files in Best Practice may be shared with other staff in the Southern Cross University Counselling or Medical Service for the purpose of effective care and clinical management, but must not be printed or copied by any electronic means except for the express purpose of responding to a patient release form or subpoena.

YOUR PERSONAL SAFETY SHALL BE THE PRIORITY AT ALL TIMES

Related Legislation:

AHPRA <https://www.ahpra.gov.au/>
Infection Control AS4187
Workplace Health & Safety Act 2011
National Safety & Quality and Health Service Standards
Privacy & Personal Information Act 1998
Health Records & Information Privacy Act 2002

Reference / Consulting Body:

Clinic Operations Committee
Clinic Strategic Management Committee
Clinical Governance Committee