**Chapter A3 – Information Management**

1. **Medical Records**

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| 1. There is a written policy in place for the creation, management, handling, storage and destruction of all medical records. | Choose an item. |
| 1. There is policy on keeping medical records accurate, sufficiently detailed, legible, current, complete and organised | Choose an item. |
| 1. All entries in the patients' records are dated and bear the signature of the service provider | Choose an item. |
| 1. Specimens of signature of care-givers are kept | Choose an item. |
| 1. Where the medical record is in an electronic format, there is a mechanism to provide an audit trail on any amendments made on the record | Choose an item. |
| 1. There is regular audit on contents and completeness of medical records | Choose an item. |

1. **Storage and Destruction of Records**

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| 1. A policy is set to retain medical records for a certain period of time | Choose an item. |
| 1. Retention of medical records: | |
| 1. normal retention period for adult patients |  |
| 1. normal retention period for paediatric patients |  |
| 1. normal retention period for newborn |  |
| 1. All stored personal data are protected from unauthorized access, alteration or loss. | Choose an item. |
| 1. The staff handling personal data are aware of the requirements under the Personal Data Ordinance (Cap. 486) and have due regard to their responsibilities under that ordinance | Choose an item. |
| 1. Security measures and policies are in place for the safe handling and transmission of electronic information containing patients’ data | Choose an item. |
| 1. The electronic medical/ patient record system is connectable with the Electronic Health Record Sharing System (eHRSS) | Choose an item. |
| 1. For the use of electronic records, the hospital devises risk management policy to protect data privacy, to ensure data integrity and to sustain provision of care to patients | Choose an item. |
| 1. Destruction of records including electronic records or images containing patients’ data is undertaken in a secure manner | Choose an item. |

1. **Special Registers**

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| 1. A register of patients is maintained | Choose an item. |
| 1. A register is maintained on the details of medical devices implanted that serves critical purposes (e.g. pacemakers) | Choose an item. |
| 1. A register is maintained on the particulars of the patients receiving: |  |
| 1. items with human blood component | Choose an item. |
| 1. pharmaceutical products that are derived from human sources | Choose an item. |

1. **Medical Record Storage Facility**

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| 1. There is medical record storage facility in the main hospital | Choose an item. |
| 1. There is medical record storage facility outside the main hospital.   If yes, please specify the location: | Choose an item. |
| 1. There is a policy to ensure security of record | Choose an item. |
| 1. There is regular inspection or audit on the offsite medical record storage facility | Choose an item. |