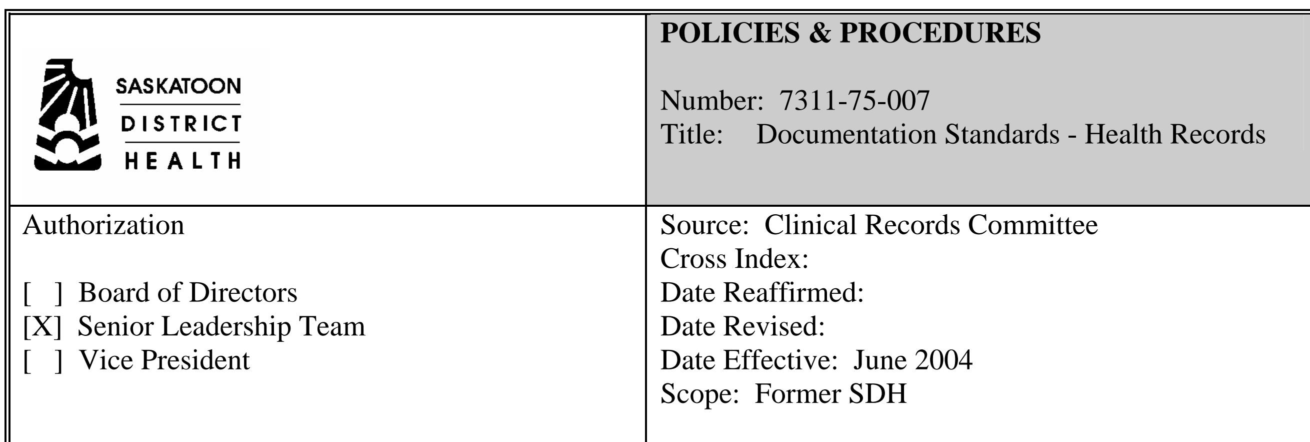

SASKATOON DISTRICT HEALTH	**POLICIES & PROCEDURES** Number: 7311-75-007 Title: Documentation Standards - Health Records
Authorization [ ] Board of Directors [X] Senior Leadership Team [ ] Vice President	Source: Clinical Records Committee Cross Index: Date Reaffirmed: Date Revised: Date Effective: June 2004 Scope: Former SDH

1.0 Policy:

1.1 A health record shall be maintained for each individual who receives health-care services within the programs of Saskatoon District Health (SDH).
1.2 All significant clinical information is incorporated in the health record.
1.3 The health record is available to clinicians for continuing care.

2.0 Purpose:

2.1 To comply with provincial legislation.
2.2 To serve as a basis for planning patient care and for continuity in the evaluation of the patient's condition and treatment.
2.3 To furnish documentary evidence of the course of the patient/client's evaluation, treatment, and change in condition.
2.4 To document communication between the practitioner responsible for the patient and any other health-care professional that contributes to the patient care.
2.5 To assist in protecting the legal interest of the patient, the organization, and the practitioner responsible for the patient.
2.6 To provide data for use in continuing education and in research.

3.0 Procedure:

3.1 Follow the Documentation Standards - Appendix A