

**2010-2011 Medical Record Standards
(Commercial and Medicare Product Lines)**

| Audit Elements | | Acceptance Criteria | |
|--|--|-------------------------|---|
| Medical Record Structural Integrity | | | |
| 1 | All entries in the medical record contain the author's identification. Author identification may be a handwritten signature, an initials-stamped signature, or a unique electronic identifier. | MET: Not MET: N/A | All entries in the member's MR contain the author's identification Evidence exists that not all entries in the medical record contain the author's identification as prescribed by the standard No exceptions |
| 2 | Each page in the record contains the patients name or ID number | MET: Not MET: N/A | <i>Each page of the medical record contains the information as prescribed by the standard</i> Evidence exists in the medical record that pages within the patient's medical record do not contain the information as prescribed by the standard No exceptions |
| 3 | Personal biographical data include the member name, DOB, gender, address, employer, home and work telephone numbers and marital status. Note: Pediatric members are not required to have employer, work telephone number or marital status. For pediatric members the name of the parent or legal guardian must be present. | MET: Not MET: N/A | Member medical record contains the information as prescribed by the standard. Evidence exists that the member's medical record does not contain the minimum personal and biographical data as prescribed by the standard. No exceptions. |
| 4 | All entries are dated | MET: Not MET: N/A | <i>All entries in the member's medical record are dated</i> Evidence exists that entries in the member's medical record that are not dated as prescribed by the standard. No exceptions |
| 5. | Advanced Directives; ≥ to 18 years of age | MET: Not MET: N/A | Documentation of advance directives are displayed in a prominent part of the member's record that he/she has not executed an advanced directive. The provider shall not, as a condition of treatment, require the member to execute or waive an advance directive in accordance with section 765.110, F.S. NO documentations exists in member's record documenting if he/she has executed an advanced directive (written instructions for living will or power of attorney). Less than 18 years of age. |
| Medical Management | | | |
| 6 | Past medical history (for patients seen two or more times) is easily identified and includes serious accidents, operations and illnesses. For children and adolescents (18 years and younger), past medical history relates to prenatal care, birth, operations, and childhood illnesses. | MET: Not MET: N/A | For patients seen two or more times the medical record contains information as prescribed by the standard Evidence exists that patients seen two or more times do not have information in the medical record as prescribed by the standard N/A Patient not seen by PCP at least two times |

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| 7 | The reason for the visit/chief medical complaint is documented on each visit | <p><i>MET:</i> Evidence exists in the medical record that the reason of the visit/chief complaint is documented on each visit.</p> <p><i>Not MET:</i> No evidence exists in the medical record that the reason of the visit/chief complaint is documented on each visit.</p> <p><i>N/A:</i> No exceptions</p> | |
| 8 | Significant illnesses and medical conditions are indicated on the problem list. This includes any chronic or acute co-morbidity that have occurred in the member's medical history. | <p><i>MET:</i> Evidence of a completed problem list is found in the medical record or, Health Maintenance Flow for members without problems or, Flow Chart indicating a problem is found on the medical record</p> <p><i>Not MET:</i> No evidence of a completed problem list is found in the medical record or, No flow Chart indicating a problem is found on the medical record</p> <p><i>N/A:</i> No exceptions</p> | |
| 9 | All Medications prescribed are indicated on the Medication/Problem list or in the office notes | <p><i>Met:</i> Evidence of a completed medications list prescribed in found in the medical record.</p> <p><i>Not MET:</i> No evidence medications are documented when prescribed.</p> <p><i>N/A:</i> No exceptions</p> | |
| 10 | The evaluation of the patient includes a pertinent history and physical exam. | <p><i>MET:</i> Documentation exists of subjective assessment, (e.g., of how or when symptoms or injury first occurred, the severity, etc. and, The patient is being seen for a routine history and physical exam. Documentation exists of a objective assessment, (e.g., physical assessment (exam) relevant to the complaint)</p> <p><i>Not MET:</i> No evidence exists of how or when symptoms or the injury occurred, and/or, The physical exam is not relevant to the complaint</p> <p><i>N/A:</i> No exceptions</p> | |
| 11 | Continuity of care is evidenced if consultation is requested and there is a note from the consultant in the record (includes but is not limited to: Pharmacy Utilization, Home Health, Specialty Physicians, Hospital Discharges, Physical Therapy, Preventive Services/ Risk Assessment). | <p><i>MET:</i> Documentation of either communication or consultation exists in the medical record that as prescribed by the standard within 90 days of the date of referral.</p> <p><i>Not MET:</i> Evidence exists that neither documentation of communication or consultation exists in the medical record that as prescribed by the standard within 90 days of the date of referral.</p> <p><i>N/A:</i> No specialists were used in patient's care or, The review is within 90 days of referral or, There is a written attempt by the PCP to obtain the information</p> | |

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| 12 | <p>Consultations, Lab/ Imaging, and other reports Reflect PCP's Initials To Signify Review</p> <p>Note: Review and signature by professionals other than the PCP, such as the nurse practitioners and physician assistants, do not meet this requirement. If the reports are presented electronically or by some other method, there is also representation of physician review.</p> | <p><i>MET:</i> Consultation, lab and imaging reports filed in the chart are initialed as prescribed by the standard, and consultation, abnormal lab, and imaging study results have an explicit notation in the record as prescribed in the standard.</p> <p><i>Not MET:</i> Evidence exists that consultation, lab and imaging reports filed in the chart are not initialed as prescribed by the standard nor consultation, abnormal lab, and imaging study results have an explicit notation in the record as prescribed in the standard.</p> <p><i>N/A</i> No consultations or test were ordered.</p> | |
| 13 | <p>Encounter forms or notes have a notation, when indicated, regarding follow-up care, calls or visits. The specific time of return is noted in days, weeks, months or as needed.</p> | <p><i>MET:</i> Notations referencing follow-up care, calls or visits are documented as prescribed by the standard</p> <p><i>Not MET:</i> Evidence exists in the medical record that notations referencing follow-up care, calls or visits are not documented as prescribed by the standard</p> <p><i>N/A</i> No exceptions</p> | |
| 14 | <p>Allergies and adverse reactions are prominently noted in the record. If the patient has no known allergies or history of adverse reactions, this is appropriately noted in the record.</p> | <p><i>MET:</i> Medical record contains information as prescribed by the standard</p> <p><i>Not MET:</i> Evidence exists that the medical record does not contain the information as prescribed by the standard</p> <p><i>N/A:</i> No exceptions</p> | |
| 15 | <p>Diagnoses are Consistent with Findings</p> | <p><i>MET:</i> Diagnosis would be deemed within the standard of care for the findings documented in the medical record.</p> <p><i>Not MET:</i> No evidence exists to support the primary diagnosis.</p> <p><i>N/A</i> Visit is a well visit</p> | |
| 16 | <p>Appropriate Treatment Consistent with Diagnoses</p> | <p><i>MET:</i> The treatment prescribed for the diagnosis is the most effective treatment for documented diagnosis</p> <p><i>Not MET:</i> Care does not fall within the standard of care for documented diagnosis</p> <p><i>N/A</i> No treatment available for diagnosis</p> | |
| 17 | <p>Plans for Further Treatment</p> | <p><i>MET:</i> If necessary, plans for further treatment are clearly documented in the record.</p> <p><i>Not MET:</i> It is not documented in the record that ailment has been healed and there is no evidence of further treatment plans.</p> <p><i>N/A</i> Evidence that ailment has been healed and there is no need for further treatment</p> | |