



RECORD KEEPING

It is the duty of the dental technician and/or dental prosthetist to keep accurate patient records.

Definitions

Health records means documents recording the health history, condition and treatment of users of the professional services provided by a person and made in the course of the person's practice of the dental prosthetics profession.

Possess a health record includes having the record under control in any place, whether or not another person has custody of the record.

Records

Records must be:

1. accurate and complete and must record all detail of patient treatment particularly in the case of a dispute arising concerning treatment;
2. contain relevant patient information, both current and historical, and be readily available to the clinician;
3. legible if hand written and must be readily understandable by a third party (particularly another provider);
4. all date stamped and any codes must be readily convertible to conventional language;
5. readily accessible and understandable;
6. written by the care provider and no delegated responsibility should be given to another person for their accuracy;
7. written so as all comments are accurate and couched in objective unemotional language;
8. kept for at least seven years after the final entry, and childrens' records should be retained until the individual attains the age of 25 years; and
9. when records are to be destroyed, Dental Technicians and/or Dental Prosthetists must ensure that the confidentiality of the records is maintained.

Dental technicians and/or dental prosthetists own their clients' records. Therefore all records relating to each client should be kept in a secure place and only made available to those persons who have a legitimate right to see them.

