



Administrative record keeping guidelines for health professionals

Disclaimer

The material contained in this *Administrative Record Keeping Guidelines* is provided as a general reference for health professionals only and on the understanding that the Department of Health (the Department) is not providing an endorsement of the material or providing professional advice.

Before relying on the material contained in these guidelines, health professionals should obtain appropriate independent professional advice relevant to their circumstances to evaluate the material's accuracy, currency, completeness and relevance for their purpose.

Foreword

We are pleased to present the Department's *Administrative Record Keeping Guidelines*.

We aim to provide helpful tools and information that are high quality and easy to use, so it is beneficial for you, your patients, your staff and your practice.

The *Administrative Record Keeping Guidelines* provides useful information and tools that may support good administrative record keeping within your practice.

The *Administrative Record Keeping Guidelines* are presented as an addition to the many resources you may already use for your record keeping guidance. This allows you to make decisions and choose areas of the guidelines that can be tailored to your practice needs.

We recognise practice managers play an important role in the administration of Australia's health system. The guidelines have been developed, using a collaborative and co-design approach, by the Australian Government and the Australian Association of Practice Managers, general practitioners and other health professionals. The guidelines provide support that is easy to understand and will assist practice managers and health professionals.

These guidelines contain information on good record keeping practice, including electronic records, in recognition of the increasing number of practices operating as 'paperless'. The guidelines also provides information on preventing and reporting fraud, staffing considerations and other useful services provided by the Department.

In addition, these guidelines can be found on the Department's website in a printable version.

We will continue to work closely with practice managers and health professionals to support good administrative record keeping.

Record Keeping Guidelines

Azad Adam



Record Keeping Guidelines:

Recordkeeping Guidelines for Occupational Injuries and Illnesses DIANE Publishing Company,1997-08 Provides information to determine whether or not an establishment must keep OSHA records describes which forms should be used and how they should be completed outlines where the OSHA records must be located how they should be updated and how long they must be kept provides guidelines for determining the key issues of recordability and for determining the outcome of recordable cases describes employer obligations for reporting occupational injuries and illnesses and discusses some of the checks and balances built into the system to ensure accurate recordkeeping and reporting Recordkeeping Guidelines for Occupational Injuries and Illness United States. Bureau of Labor Statistics,1986 **A Brief Guide to Record Keeping Requirements for Occupational Injuries and Illnesses** Stephen Newell,1994 Treasury's Temporary and Proposed Regulations Relating to Recordkeeping for Automobiles and Certain Other Property United States. Congress. House. Committee on Ways and Means,1985 OSHA 2002 Recordkeeping Simplified James Roughton,2003 Employers Subject To OSHA Recordkeeping Requirements The Mechanics Of OSHA Recordkeeping Location Retention And Maintenance Of Records Employer Decision making Analysis Of Recordability Of Case Evaluating The Extent Of Recordable Cases Employer Obligations For Reporting Occupational Injuries And Illnesses Access To OSHA Records And Penalties For Failure To Comply With Recordkeeping Obligations Recordkeeping Summary General Citations Glossary of Terms Sample Recordkeeping And Reporting Forms Selected Illnesses Which May Result From Exposure In The Work Environment Participating State Agencies United States Department Of Labor Occupational Safety And Health Administration Regional Offices Flow Charts Summary of Changes Index **Agency Recordkeeping Requirements** United States. National Archives and Records Administration. Office of Records Administration,1995 *Recordkeeping requirements for firms selected to participate in the annual survey of occupational injuries and illnesses, covering ...* ,1987 **Guidelines for Records and Record Keeping** United Kingdom Central Council for Nursing, Midwifery, and Health Visiting,1998 Ergonomics Program Management Guidelines for Meatpacking Plants United States. Occupational Safety and Health Administration,1990 **Implementing Electronic Document and Record Management Systems** Azad Adam,2007-08-24 The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods There has however been very little information on just how to navigate this change until now Implementing Electronic Document and Record Management Systems explains how to efficiently **"Code of Massachusetts regulations, 2013"** ,2013 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *"Code of Massachusetts regulations, 2016"* ,2016 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **"Code of Massachusetts regulations, 2014"** ,2014 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by

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