



Record Keeping Self-Audit Checklist

INTRODUCTION

The CPC Standards of Business Practice (SBP) sets out the minimum standard for Canadian Certified Pedorthic Professionals. For Registrants wondering if their current record keeping practices meet the CPC Standards, this self-audit checklist helps assess your current practices and identifies any possible gaps.

HOW TO USE

Randomly select 5-10 of your client charts. For each chart, use the checklist below to answer the 26 Yes/No questions. Use the insight provided to refine your record keeping practices to meet the standards where necessary.

	YES	NO
INTAKE		
1. Has each client completed a consent form providing their informed, expressed consent for Pedorthic treatment?		
2. Does each client record contain a completed intake form?		
CLINICAL RECORDS		
3. Does the clinical record include a detailed description of each encounter with the client including the date and purpose of each contact?		
4. Does the clinical record include a detailed description of all treatment provided (assessment, dispense, follow-up care, etc.)?		
5. Does the clinical record include the clinical impression necessitating all treatment provided?		
6. Does the clinical record include all correspondence with other healthcare professionals, if appropriate?		
7. If the client has refused any part of the care recommended, has it been documented?		
8. If there has been dismissal of a client by the registrant and/or their staff, has it been recorded in their clinical records?		
9. If the client requires insurance paperwork to be filled out and/or signed by the Registrant, are they included in the clinical records?		
10. Are all entries dated and signed (physically or electronically) by the person that interacted with the client?		
11. Has the supervising C. Ped (C) reviewed and signed any work performed by someone working under their supervision following the Standards of Supervision?		
12. Are all entries completed using a clear and logical form?		

DAILY APPOINTMENT RECORD		
13. Does the daily appointment record include the names of all clients seen in the clinic that day?		
14. Does the daily appointment record identify the person(s) involved in care for each appointment?		
FINANCIAL RECORDS		
15. Do the financial records contain identifying information (name, address, phone number etc.) for the client?		
16. Do the financial records clearly contain the date and amount of each transaction?		
17. Do the financial records contain the name and registration number when services and/or products were provided by a Registrant?		
18. Do the financial records contain the name of the person performing services as well as the supervisor's name, following the Standards of Supervision?		
ACCURACY		
19. Are entries legible?		
20. Is the author of each entry clearly identified?		
21. Are entries dated?		
22. Are charts completed within a reasonable timeframe?		
23. Are corrections made to records clearly identified?		
24. Is a legend available for any short form used in the clinical record?		
STORAGE		
25. Are records kept together?		
26. Are records secure?		

