

## MEDICAL RECORDS - STANDARD FORMS

### 1. General Information

To promote completeness, consistency and integrity of documented client information a list of endorsed standard forms has been compiled for use in medical records in Remote Health Centres.

### 2. Definitions

**HRN:** Hospital Record Number. A number assigned to clients during hospital or other public health service attendances. Usually this number is the same as the CMI. *Note: there are occasions where individuals in the NT have been allocated more than one HRN.*

### 3. Responsibilities

#### 3.1 All Remote Health Branch Staff

- Utilise standard forms for official documentation

### 4. Procedure

Each form is identified by the form title and when present by the individual number on the bottom of the form.

As a minimum the client identification shall be at the top of each form and include the HRN, surname of the client, given name(s) and the date of birth and sex of the client.

### 5. Forms

Form Name	Form No.
Medical Summary	HX15
Medical Record – Chart Dividers	
Immunization Record	HX15(a)
Immunization Record Born Before 1 May 2002	HX15(b)
Medicare Assignment of Benefits Form	DB2i
Rural Prescription	HM190
Growth Action Plan (2 pages)	
Rheumatic Fever Penicillin / Needle Chart	
Asthma Action Plan for Young People	
Chronic Disease Management Plan	HX63-11/05
Chronic Disease Care Plan	
Chronic Disease Case Conference	
Adult Health Check (inc Women's / Men's Health Check)	
Warfarin Therapy	
Palliative Care – Multidisciplinary Care Plan	
Asthma Action Plan for Adults	
Depo-Provera Protocol – Initial Assessment	
Antenatal Care Summary	
Pregnancy Health Record	
Pregnancy Health Record Continuation Form	
Baby Clinic Summary Sheet	40-875

Form Name	Form No.
Road to Health Chart – Boys	HM47
Road to Health Chart – Girls	HM47(a)
2-18 Years Chart – Boys	
2-18 Years Chart – Girls	
School Age Screening and Immunisation Consent Form	
School Age Screening Summary Sheet for Notes	
Child Health Screening – Annual Check	
Child Health Screening – 4-5 Year Old Check	
Child Health Screening – 10 & 15 Year Old Check	
Health Assessment ATSI Over 55Years	
Progress Notes	HX3
Referral to Specialist Consultation	MR20
Request for Admission / Waiting List Inclusion	HM393
Observation – Special	MR79
Daily Fluid Balance Chart	HR134
Neurological Observation Chart	HR166
Trauma Sheet	
Discharge Summary	MR2
Examination of Newborn	MR3
Birth Summary	MR30
NT Hearing Service Audiometric Report	
Maternity Discharge Summaries	
Endoscopy Reports	
Specialist Reports	
Diabetic Registration Forms	
STI Contact Sheets	
Pathology and Laboratory Report Sheet	MR41.3
X-Ray Report Sheet	MR41-6
Electrocardiogram Reports	
Dental Record Chart	
Dental client medical history	HD24
Consent to dental treatment: Adults	HD59

## 6. References and Supporting Documents

Related Atlas Items:

[Medical Record Standards](#)

[Documentation – SODAF & SOAP](#)