GUIDELINES

The working group recommends that all physiotherapists (both employed and freelance, irrespective of their type of activity) should start a record for every patient and keep it up to date.

It is recommended that, as far as possible, this record should be incorporated into a medical record or into a single record designed to be used by all healthcare personnel.

It is recommended that the record be designed in such a way that it is appropriate for the procedures, the activity and the context of each professional or care centre. However, the following rules should be observed:

1. Social and administrative information
   - the person who completes the record should be identified;
   - the record should be structured and simple to use;
   - it should use precise, clear language and an understandable vocabulary;
   - the record should be designed in such a way that it is appropriate for the procedures, the activity and the context of each profession or care centre. However, the following rules should be observed:
   - the record should be structured and simple to use;
   - it should contain information specific to the practice of physiotherapy;
   - record management should preserve the confidentiality of patient data.

A physiotherapy patient record should contain the following information:

1. Social and administrative information
   - Record number
   - Surname
   - First name
   - Sex
   - Date and place of birth
   - Address
   - Telephone
   - Profession
   - Family situation
   - Environment - lifestyle
   - Sports and other activity
   - Name of person insured
   - Social Security number
   - Person to contact (father, mother, guardian, etc.)
   - Details of private health insurance
   - Date of request for reimbursement, made prior to treatment (DEP)
   - Method of transport
   - Date of first session
   - Date of last session
   - Name of physiotherapist
   - Others involved

2. Medical information
   - Medical diagnosis
   - History of the disease
   - Medical problem(s)
      - requiring admission to hospital
      - requiring physiotherapy treatment
      - other medical problem(s)
History
medical Desirable
surgical Desirable
physiotherapy Desirable
family Desirable

Reports
examinations (imaging, functional investigations, etc.) Required
surgical Required
hospitalisation Required
current treatment
consultation
Medical prescription of physiotherapy treatment Required
Prescribing doctor Required

3. Patient’s expectations Required

4. Physiotherapy examination Required
Containing sheets for updated assessments
(names of patient and physiotherapist given)

5. Physiotherapy diagnosis Required

6. Aims of physiotherapy treatment Required
Including in particular:
– treatment objectives and priorities
– deadlines by which the objectives set are expected to be achieved

7. Physiotherapy treatment Required
This contains details of the physiotherapy treatment:
– therapeutic, preventive and educational strategy
– techniques described according to the nomenclature générale des actes professionnels (official French classification of items of treatment) or PMSI codes (Programme de Médicalisation du Système d’Information - official French medical management program)
The keeping of a treatment session record card for follow-up is recommended.

8. Results of treatment – Evaluation Required

9. End of treatment report Required

10. Professional correspondence Required

The record should be accessible at all times during treatment.
The working group recommends that the record should be the focus for handwritten or computer communication involving the patient, the referring doctor and other health care and social care personnel involved.

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PATIENTS RECORDS IN PHYSIOTHERAPY

February 2000

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