

# READING GROUP

Christian ABALEA, physiotherapist, Besançon;  
D<sup>r</sup> Jean-Jacques AKNIN, orthopaedic specialist, Villeurbanne;  
D<sup>r</sup> Gérard ALEXANDRE, orthopaedic surgeon and doctor of physical medicine and rehabilitation, Paris;  
Christian ALLEZOT, physiotherapist, La Membrolle-sur-Choisille;  
D<sup>r</sup> René AUSSÉDAT, rheumatologist, Nancy;  
D<sup>r</sup> Laurent BARREAU, general practitioner, Saint-Père-en-Retz;  
Mme. Véronique BILLAT, physiotherapist, Neufchâteau;  
Marc BLANC, physiotherapist, Le Port-Barcarès;  
Professor Pierre BOURGEOIS, rheumatologist, Paris;  
Mme. Corinne BOURIGAULT PRELLE, occupational therapist, Sainte-Foy-l'Argentière;  
D<sup>r</sup> Frédérique BRUDON, neurologist, Villeurbanne;  
Professor Bernard BUSSEL, neurologist, Garches;  
D<sup>r</sup> Jean-Loup CARTIER, orthopaedic surgeon, Gap;  
D<sup>r</sup> Catherine DAL ZOTTO, geriatrician, Nice;  
Éric DECHAMPS, orthopaedic specialist, Villiers-Saint-Denis;  
Jean DELEPINE, charge nurse, Ballan-Mire;  
Jean-Pierre DENTZ, physiotherapist, Stains;  
D<sup>r</sup> François DESTOMBES, chest physician, Le Havre;  
D<sup>r</sup> Jean-Pascal DEVAILLY, doctor of physical medicine and rehabilitation, Bobigny;  
D<sup>r</sup> Olivier DIZIEN, doctor of physical medicine and rehabilitation, Garches;  
François DUCROS, physiotherapist, Strasbourg;  
D<sup>r</sup> Jean-Marc DUMEIX, chest physician, Chalon-sur-Saône;  
D<sup>r</sup> Benoît DUQUESME, chest physician, Liévin;  
Mme. Brigitte DUSSO, nurse, Andelot-en-Montagne;  
D<sup>r</sup> Pierre FERRU, general practitioner, Gencay;  
Professor Vincent GAUTHERON, doctor of physical medicine and rehabilitation, Saint-Étienne;  
D<sup>r</sup> Bernard GAY, general practitioner, Rions, member of the ANAES Scientific Council;  
Jean-Luc GERARDI, physiotherapist, Lattes;  
Mlle. Chantal GERIN, occupational therapist, Pierre-Bénite;  
Mme. Brigitte GOBERT, physiotherapist, Roubaix;  
Dominique GRASSER, physiotherapist, Besançon;  
D<sup>r</sup> Jean-Pierre HOCHART, rheumatologist, Étampes;  
Édouard-Guy LECLERC, physiotherapist, Le Havre;  
D<sup>r</sup> Jacques LECUREUIL, rheumatologist, Joué-lès-Tours;  
D<sup>r</sup> Yves LEQUEUX, general practitioner, Saint-Père-en-Retz;  
Mlle. Lucienne LETELLIER, physiotherapist, Paris;  
D<sup>r</sup> Bernard MAZIERES, rheumatologist, Toulouse;  
D<sup>r</sup> Danièle MEYER-FLECK, doctor of physical medicine and rehabilitation, Colmar;  
D<sup>r</sup> Bernard MONTAGNE, neurologist, Roubaix;  
Jean-François MULLER, physiotherapist, Mulhouse;  
D<sup>r</sup> Alain NYS, doctor of physical medicine and rehabilitation, Neuilly-sur-Seine;  
Mme. Christine ORVOINE, occupational therapist, Rennes;  
Michel POUJADE, physiotherapist, Toulon Naval;  
D<sup>r</sup> Bernard PRALLET, rheumatologist, Saint-Étienne;  
D<sup>r</sup> Christiane PRIVAT-PAIN, doctor of physical medicine and rehabilitation, Malakoff;  
Mme. Agnès RABOLIN, speech therapist, Besançon;  
D<sup>r</sup> Philippe RICHARD, general practitioner, Compertrix;  
Claude-André RICHET, physiotherapist, Montreuil;  
D<sup>r</sup> Éric ROLLAND, orthopaedic specialist, Paris;  
Patrick ROTGER, physiotherapist, Saint-Maurice;  
D<sup>r</sup> Bertrand ROUSSEAU, doctor of physical medicine and rehabilitation, Nantes;  
Jacques ROUSTIT, speech therapist, Paris;  
Jean-Joachim ROYES, physiotherapist, Saint-Martin-d'Aubigny;  
Mme. Évelyne SABOT, physiotherapist, Saint-Étienne;  
Mme. Maryse SAINSON, physiotherapist, Avon;  
D<sup>r</sup> Guy SALFATI, general practitioner, Autun;  
D<sup>r</sup> Jacques SAMUEL, rheumatologist, Paris;  
D<sup>r</sup> Patrick SEGAUD, general practitioner, Niort;  
D<sup>r</sup> Claude SICHEL, general practitioner, Carnoux-en-Provence;  
Jean SIGNEYROLLES, physiotherapist, Paris;  
Philippe STEVENIN, physiotherapist, member of the ANAES Scientific Council, L'Etang-la-ville;  
Dominique-Louis TIQUET, occupational therapist, Ivry-sur-Seine;  
Mme. Yvonne TOURNIER, instructor in movement, Rennes;  
D<sup>r</sup> Guy VANCON, rheumatologist, Bainville-sur-Madon;  
D<sup>r</sup> Philippe VASSEL, doctor of physical medicine and rehabilitation, Coubert;  
D<sup>r</sup> Emmanuel VASSEUR, geriatrician, Angers;  
D<sup>r</sup> Jean-Michel VERRET, neurologist, Le Mans;

Christian VIADE, physiotherapist, Lille;  
Éric VIEL, physiotherapist, Thonon;  
Mme. Geneviève VILLARET-SAMIER, orthopaedic specialist, Lille;  
Alain YELNICK, doctor of physical medicine and rehabilitation, Paris;  
D<sup>r</sup> YVAIN, geriatrician, Ivry-sur-Seine.

# 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:**

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

## 2. Medical information

<b>Medical diagnosis</b>	<b>Required</b>
<b>History of the disease</b>	<b>Required</b>
<b>Medical problem(s)</b>	
– requiring admission to hospital	<b>Required</b>
– requiring physiotherapy treatment	<b>Required</b>
– other medical problem(s)	Desirable

History  
medical  
surgical  
physiotherapy  
family

## Reports

examinations (imaging, functional investigations, etc.)

surgical  
hospitalisation  
consultation

Current treatment

Medical prescription of physiotherapy treatment

Prescribing doctor

3. Patient's expectations

4. Physiotherapy examination

Containing sheets for updated assessments  
(names of patient and physiotherapist given)

5. Physiotherapy diagnosis

6. Aims of physiotherapy treatment

Including in particular:

- treatment objectives and priorities
- deadlines by which the objectives set are expected to be achieved

7. Physiotherapy treatment

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

9. End of treatment report

10. Professional correspondence

Desirable

Desirable

Desirable

Desirable

Required

Required

Desirable

Desirable

Desirable

Required

Required

Required

Required

Required

Required

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.

The full report: ISBN: 2-910653-68-4 (Net price: 15,25 € - 100,00 FF) is available from  
Agence Nationale d'Accréditation et d'Évaluation en Santé (ANAES)

Service Communication et Diffusion  
159, rue Nationale – 75640 Paris Cedex 13 – FRANCE

Send a written order together with a cheque made out to  
« l'Agent comptable de l'ANAES »

The full report can be downloaded for free from the ANAES website:  
[www.anaes.fr](http://www.anaes.fr) or [www.sante.fr](http://www.sante.fr)



A g e n c e N a t i o n a l e  
d ' A c c r é d i t a t i o n e t  
d ' É v a l u a t i o n e n S a n t é

## CLINICAL PRACTICE GUIDELINES

# PATIENTS RECORDS IN PHYSIOTHERAPY

February 2000

## WORKING GROUP

Professor Francis GUILLEMIN, epidemiologist, Vandœuvre-lès-Nancy,  
Chairman of the working group;  
Jean-Michel LARDRY, physiotherapist, Dijon, working group project manager;  
Vincent BACCIALONE, orthotist and prosthesis, Mulhouse;  
Jean-Pierre BERTHELIN, physiotherapist, Saint-Saturin-le-Mans;  
Mme. Françoise BIZOUARD-NOURDIN, physiotherapist, Paris;  
Professor Christian BREGEON, rheumatologist, Angers;  
Jacques CHARMASSON, chest physician - allergologist, Pont-d'Héry;  
Yves CHATRENET, physiotherapist, Plateau-d'Assy;  
Jean-Louis ESTRADÉ, physiotherapist, Revilly;  
D<sup>r</sup> Pierre-Christian GOEPFERT, doctor of physical medicine and rehabilitation, Vandœuvre-lès-Nancy;  
Philippe HUGEROT, physiotherapist, Firminy;  
Mme. Marie-Hélène LEMONNIER, psychologist, Garches;  
Philippe PAUMARD, physiotherapist, Paris;  
D<sup>r</sup> Pierre-François PRADAT, neurologist, Paris;  
D<sup>r</sup> Gilberte ROBAIN, doctor of physical medicine and rehabilitation, Ivry-sur-Seine;  
Mme. Odile SERAPHIN, occupational therapist, Lyon;  
D<sup>r</sup> Philippe THOUMIE, doctor of physical medicine and rehabilitation, Paris.

## MANAGEMENT COMMITTEE

Professor Pierre BOURGEOIS, rheumatologist, Paris;  
Professor Bernard BUSSEL, neurologist, Garches;  
Éric VIEL, physiotherapist, Thonon.