

Veterinary record keeping checklist

Maintaining appropriate and detailed veterinary records is a core requirement for all vets. Unfortunately, when managing claims against vets, Guild Insurance sees too many cases where the records haven't been kept to the standard expected. It's the responsibility of all vets to make themselves familiar with their regulator's codes and guidelines regarding record keeping as well as other areas of professional behaviour and conduct.

Responding to the statements on this checklist will help you evaluate your record keeping practice. 'No' answers are opportunities for reflection on and improvement of your processes.

I keep a separate record for each animal.	Yes	No
I record sufficient information to allow me or someone else to return to the record at any time and be able to understand what took place and why.	Yes	No
Where the most ideal treatment option isn't consented to by the client, I make a note in the record why this treatment wasn't provided.	Yes	No
I obtain and record informed consent for all treatment provided.	Yes	No
If documents are scanned to the record, such as external reports, the scanning is done to a sufficient quality that retains the legibility and detail of the original document.	Yes	No
I have consistent processes for recording the details of any further interactions with clients that may occur via telephone, text message, email or other method.	Yes	No
My entries are legible, accurate, made in chronological order and clearly dated.	Yes	No
My entries are made at the time of the appointment, or as soon thereafter as practicable.	Yes	No
Any corrections I make to records do not remove the original information, and any corrections or additions are initialled/signed.	Yes	No
I only use abbreviations that are widely recognised and accepted in my profession or I provide a list of abbreviations in the animal's file.	Yes	No
I don't make subjective or emotive comments; all information is professional. I know that clients have a right to access their records.	Yes	No
All treatment and entries in the record are made with my regulator's professional standard in mind.	Yes	No
I keep an appropriate, consistent standard of records for all animals, not just those with complex needs.	Yes	No
I know that I cannot delegate responsibility for the accuracy of information recorded to another person.	Yes	No
My records are stored securely and in a way that ensures they can be promptly retrieved.	Yes	No
My records are collected, maintained, transferred and disposed of in accordance with federal privacy laws as well as other relevant state or territory laws, codes and guidelines.	Yes	No