Health Record Requirements

There should be a client health record for each client. Every part of the record should have a reference **identifying the client**, and every entry in the record must be **dated** and include the **identity of the person** who made or dictated the entry.

The client health record must include:

- The client's name, address and date of birth
- The date of each professional contact with the client or their substitute decision-maker, and how you interacted with the client (e.g., in person, over the phone)
- The time spent providing Dental Hygiene care for each intervention
- The name and address of the client's primary care provider (if available), and primary care dentist (if available), unless the record is shared with that dentist
- The name and address of any referring health professional
- The client's medical and dental history
- Reports of examinations, tests, consultations or treatments performed by any other person relating to the client
- A copy of every written communication sent by you relating to the client
- Each examination, clinical finding and assessment relating to the client
- Any medication taken by the client as a precondition to treatment or examination, including the name of the medication, the time it was taken, and, if someone other than the client administered it, the name of that person
- Any Dental Hygiene treatment plan
- Each treatment or procedure performed for each intervention, and the identity of the person who provided the treatment, if it was not you
- Any advice provided by you, including any pre-treatment or post-treatment instruction given to the client or their substitute decision-maker
- Every controlled act you performed, including the source of the authority to perform the controlled act
- Every referral of the client you made to any other person
- Every procedure that was started but not completed, including reasons for non-completion
- A copy of every written consent provided by the client or their substitute decision-maker
- Every refusal of a treatment or procedure by the client or their substitute decision-maker