

## MEMORANDUM

**TO: All FHCP Affiliated Physicians and Providers**

**FROM: Wendy Myers, M.D., Chief Medical Officer**

**RE: Reminder on Accreditation requirements**

**DATE: April 27, 2009**

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The FHCP Accreditation review team will soon be here. I wanted to remind you that they will be requesting charts for review from many of you. Elements in chart documentation that are required by regulators and reviewers are described below. They are standards of care, required in FL, designed to improve the quality and safety of the delivery of health care. Please make sure that you are in compliance with these requirements for all FHCP members.

### Standard FL 1 Medical Records

All of these elements are required. Medical records must be:

- (a) complete and organized
- (b) maintained consistently; and
- (c) contain the following elements:
  - I. The patient's name and identification number of each page;
  - II. A list of significant illnesses and medical conditions;
  - III. Allergies and adverse reactions to medications;
  - IV. Past medical history;
  - V. Diagnoses that are consistent with findings; and
  - VI. Treatment plans that are consistent with diagnoses

The records must be legible.

### Standard FL 9- Preventative Health

You must follow the age specific guidelines adopted by our organization and sent out to you annually.

If you have any question please do not hesitate to contact me. If you need a copy of the Preventive Guidelines, please call Deb Bates. 386-676-7100 ext 7788.

