



The College of Physicians and Surgeons of Prince Edward Island

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SECTION	
POLICY NAME	Minimal Requirements for Office Records in PEI
DESCRIPTION	<ol style="list-style-type: none"> 1. Each patient must have an individual medical record which is kept in a file folder and must include: <ol style="list-style-type: none"> a. A summary Sheet on which are recorded significant allergies and a list of principal past and present diagnoses and health problems, b. Details of office visits organized according to the SOAP principal, c. Lab reports, consultation reports and all correspondence relating to this patient. 2. Medical information relating to office visits should be recorded according to SOAP method as follows: <ul style="list-style-type: none"> S – subjective data (relevant history) O – objective data (physical exam and tests) A – assessment of the above, or diagnosis and evaluation P – plan of action, to include details of current medications and new prescriptions, education, referrals and investigations, etc. <p><i>We wish to emphasize especially that the Medical Record must include a record of all current prescription medications and a record of new ones as they are prescribed along with the date, directions and quantity. This can be incorporated into the summary Sheet or made part of the office visit record as preferred.</i></p>
APPLICABLE LEGISLATION	
APPROVED BY:	<i>January 8, 2003 APMPR Standards of SOAP to be accepted</i>
REVIEWED:	DATE: