

MED- 1803	Medical Charting
Version No.	1
Content Owner	Vikand Technology Solutions, LLC.

1. Clinical record keeping is the responsibility of all medical staff and accurate timely records must be kept for all patients being treated onboard.
2. The clinical record shall include where appropriate:
 - Consent of treatment
 - Diagnosis
 - Support of diagnosis including all diagnostic results
 - Treatment plan
 - Justification of treatment
 - Patient's progress and response to treatment
3. 3.1 All entry's made by the Doctor and Nurse in the clinical record must be:
 - Legible and complete
 - Dated and time
 - Signed by the person making the entry, signatures may be written, initials or electronic
 - Medical orders must be signed as ordered and administered
 3.2 Changes, additions and strikeouts shall be initialed by the person making the correction
4. All medical records must be maintained for no less than 2 years and must meet the client specific retention policy guidelines.