READING GROUP

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Professor Bernard BUSSEL, neurologist, Garches;
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Dr Benoît DUQUESME, chest physician, Liévin;
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Éric VIEL, physiotherapist, Thonon;
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Alain YELNICK, doctor of physical medicine and rehabilitation, Paris;
Dr YVAIN, geriatrician, Ivry-sur-Seine.

GUIDELINES

The working group recommends that all physiotherapists (both employed and freelance, irrespective of their type of activity) should start a record for every patient and keep it up to date.

It is recommended that, as far as possible, this record should be incorporated into a medical record or into a single record designed to be used by all healthcare personnel.

It is recommended that the record be designed in such a way that it is appropriate for the procedures, the activity and the context of each professional or care centre. However, the following rules should be observed:

– the person who completes the record should be identified;
– the record should be structured and simple to use;
– it should use precise, clear language and an understandable vocabulary;
– it should contain information specific to the practice of physiotherapy;
– record management should preserve the confidentiality of patient data.

A physiotherapy patient record should contain the following information:

1. Social and administrative information	
Record number	Desirable
Surname	**Required**
First name	**Required**
Sex	**Required**
Date and place of birth	**Required**
Address	**Required**
Telephone	Desirable
Profession	**Required**
Family situation	Desirable
Environment - lifestyle	Desirable
Sports and other activity	Desirable
Name of person insured	**Required**
Social Security number	**Required**
Person to contact (father, mother, guardian, etc.)	Desirable
Details of private health insurance	Desirable
Date of request for reimbursement, made prior to treatment (DEP)	Desirable
Method of transport	Desirable
Date of first session	**Required**
Date of last session	**Required**
Name of physiotherapist	**Required**
Others involved	Desirable
2. Medical information	
Medical diagnosis	**Required**
History of the disease	**Required**
Medical problem(s)	
– requiring admission to hospital	**Required**
– requiring physiotherapy treatment	**Required**
– other medical problem(s)	Desirable

History	
medical	Desirable
surgical	Desirable
physiotherapy	Desirable
family	Desirable
Reports	
examinations (imaging, functional investigations, etc.)	**Required**
surgical	**Required**
hospitalisation	Desirable
consultation	Desirable
Current treatment	Desirable
Medical prescription of physiotherapy treatment	**Required**
Prescribing doctor	**Required**

3. Patient's expectations **Required**

4. Physiotherapy examination **Required**
Containing sheets for updated assessments
(names of patient and physiotherapist given)

5. Physiotherapy diagnosis **Required**

6. Aims of physiotherapy treatment **Required**
Including in particular:
– treatment objectives and priorities
– deadlines by which the objectives set are expected to be achieved

7. Physiotherapy treatment **Required**
This contains details of the physiotherapy treatment:
– therapeutic, preventive and educational strategy
– techniques described according to the *nomenclature générale des actes professionnels* (official French classification of items of treatment) or PMSI codes (*Programme de Médicalisation du Système d'Information* - official French medical management program)

The keeping of a treatment session record card for follow-up is recommended.

8. Results of treatment – Evaluation **Required**

9. End of treatment report **Required**

10. Professional correspondence **Required**

The record should be accessible at all times during treatment.
The working group recommends that the record should be the focus for handwritten or computer communication involving the patient, the referring doctor and other health care and social care personnel involved.

The full report: ISBN: 2-910653-68-4 (Net price: 15,25 € - 100,00 FF) is available from
Agence Nationale d'Accréditation et d'Évaluation en Santé (ANAES)
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CLINICAL PRACTICE GUIDELINES

PATIENTS RECORDS IN PHYSIOTHERAPY

February 2000

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