As patients move through the clinic, Medical and Dental Professionals will record treatment completed on the Patient Registration Form. It is important the information is accurate and the **professional's name is printed** in the appropriate area and **chair number**.

In Data Entry information from the Patient Registration Form is recorded in a database so we are able to track which procedures and the number of procedures patients receive. It is also important to be able to track the professional providing the treatment.

The Record Verification table will be located as the patient leaves the clinic area. Patient Ambassadors will escort the patient to the Record Verifier where the record will be checked for completion and stamped. The patient is then be escorted to the Pharmacy (if appropriate). All patients will go through Exit Interview before leaving the building.

The following items on the Patient Registration Form will be checked for completion. Not every patient will have every area documented. The department Lead is also responsible for record verification.

- The consent to treatment on the back is signed by the patient
- Pulse and Blood Pressure *
- Patient pre-medication (if needed)
- Triage Evaluation and Diagnosis *
- X-rays (if taken)
- Anesthesia (if administered)
- Procedures completed
- Hygiene completed
- Prescription to be filled (if applicable)

(* indicates an area all patients will have documentation)

If there is an area that is incomplete or in question, the Patient Ambassador will escort the patient and record to the Lead in the appropriate area. When the record is complete the Record Verifier will stamp the lower right-hand corner of the Patient Registration Form. If a patient returns for a second treatment, stamp the yellow form adjacent to the previous stamp.