



## TRADITIONAL CHINESE MEDICINE PRACTITIONERS BOARD

226 Outram Road Block A #02-01 Singapore 169039

Tel: 6236 1080 Fax: 6236 1089

TCMB 14:1/1-1

10 February 2009

### TCM Practitioners Board Notice 2009/1

### Keeping of Medical Records

**To: All Registered TCM Practitioners**

Further to Notice 2006/2 dated 17 Dec 2006, the TCM Practitioners Board would like to reiterate that all registered TCM practitioners are required to keep proper and accurate medical records in accordance with **Ethical Guidelines 4.1.2.**

In this regard, all Registered TCM Practitioners are hereby **reminded again** that they must observe the following guidelines on the keeping of medical records:

A TCM practitioner shall ensure that proper and accurate records are kept to enable proper aftercare and service of his patients.

Medical records kept by TCM practitioners shall include the particulars of the patients and shall be clear, accurate and legible and shall be made at the time that a consultation takes place.

Medical records shall be of sufficient detail so that any other TCM practitioner or a registered medical practitioner reading them would be able to take over the management of a patient when a referral is made. A medical record shall include the following information:

- a) particulars of patient  
(name, NRIC no., gender, age, address, contact numbers)
- b) drug allergies;
- c) medical history;
- d) main complaint;
- e) other observations;
- f) diagnosis;
- g) treatment (*including treatment by acupuncture, tuina etc*);
- h) prescription (*including acupoints selected, manipulation, methods etc*)
- i) instructions / advice to patient; and
- j) others.

All clinical details, investigation results, discussion of treatment options, informed consents and treatment by herbal medicines or TCM procedures and prescriptions should be documented.

The Board will not hesitate to take disciplinary action against those who are found to act in breach of Ethical Guidelines 4.1.2.

**The Registrar**

**Traditional Chinese Medicine Practitioners Board**

*(This is a computer generated notice, no signature is required.)*



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### 中医管理委员会通告 2009/1 保存医疗记录

致：所有注册中医执业者

在 17/12/2006 发出有关部医疗记录的通告(通告 2006/2)后，中医管理委员会（简称“管委会”）再次强调所有注册中医执业者必须遵守道德指导原则 4.1.2 保存完整和准确的病人医疗记录。

管委会特在此再度提醒所有注册中医执业者必须遵守下列有关医疗记录的道德指导原则：

中医执业者应该保存完整和准确的医疗记录，以便为病人提供复诊服务。

所保存的医疗记录应包括病人的个人详情，记录必须书写清楚、准确、字体容易辨读。医疗记录应在进行诊治的时候记录。

医疗记录应包含足够的细节，以便在把病人转诊给其他中医执业者或注册西医时，在阅读医疗记录后能接手处理病例。医疗记录应包括以下信息：

- a) 病人的详情（姓名、身份证号码、性别、年龄、地址、联络电话）；
- b) 药物过敏；
- c) 病史；
- d) 主诉；
- e) 其他症状；
- f) 诊断；
- g) 治疗（包括针灸、推拿治疗等）；
- h) 处方（包括选用的穴位、操作、手法等）；
- i) 医嘱；
- j) 其他资料。

所有临床的详细资料、检查的结果、治疗方案的讨论、病人的知情同意记录、以及用以治疗的中草药或中医治疗程序及处方都必须记录清楚。

管委会将会毫不迟疑的对违规者采取纪律行动。

中医管理委员会注册官  
2009年2月10日