

**TCMPB NOTICE 2006/2**

**MEDICAL RECORDS**

**To: All Registered TCM Practitioners**

It has come to the notice of the TCM Practitioners Board that some TCM practitioners do not keep their medical records in accordance to Ethical Guidelines 4.1.2. All Registered TCM Practitioners are hereby reminded that they must observe the Ethical Guidelines 4.1.2 as follows:

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 number/s)
- b) drug allergies;
- c) medical history;
- d) main complaint;
- e) other observations;
- f) diagnosis;
- g) treatment
- h) prescription;
- i) instructions 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 Registrar  
Traditional Chinese Medicine Practitioners Board**

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

**TCMPB 通告 2006/2**  
**医疗记录**

致：所有注册中医执业者

中医管理委员会注意到有些注册中医执业者并没有遵照道德指导原则 4.1.2 进行医疗记录，特在此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；
- h) 处方；
- 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程序及处方都必须记录清楚。

中医管理委员会注册官  
2006 年 12 月 27 日