

# RECORD & REPORTING

## ➤ **TYPES OF RECORDS IN THE DEPARTMENT OF PUBLIC HEALTH**

- ❖ Cumulative or continuing records
- ❖ Family records
- ❖ Registers
- ❖ Reports

## ➤ **FILLING & ARRANGING OF RECORD**

- ❖ Alphabetically
- ❖ Numerically
- ❖ Geographically With index cards.

## ➤ **ALPHABETICALLY**

- ❖ Dictionary order
- ❖ Encyclopaedic order

# Advantages and disadvantages of alphabetically arrangement system

## ➤ **Advantages**

- ❖ Most people are familiar
- ❖ Staff should be able to learn and become comfortable with the system in a timely manner
- ❖ The need to shift the records after purging records is reduced
- ❖ Cross reference may be avoided

# Advantages and disadvantages of alphabetically arrangement system

## ➤ **Disadvantages**

- ❖ system does not work well with very large filing systems
- ❖ Color coding is more difficult since you need to have 26 colors or combination of colors to designate all the letters of the alphabet
- ❖ Confidentiality is an issue
- ❖ Some of the rules of alpha filing can be very confusing.

## **NUMERICALLY**

- ❖ Serial number
- ❖ Digit filing GEOGRAPHICALLY Information is arranged alphabetically by geographical of place name.

## **WITH INDEX CARDS**

- ❖ An index card consists of heavy paper cut to a standard size, used for recording and storing small amounts of discrete data. It was invented by Carl Linnaeus, around 1760. Eg:- forms, case records and registers. Diaries- diary of M & F Return – monthly report of HW (M& F) In addition each organization should maintain
- ❖ Cumulative records
- ❖ Family records

# REPORTS

- ❑ **DEFINITION** A report containing information against in a narrative graphic or tabular form, prepared on periodic, receiving, regular or as a required basis. Reports may refer to specific periods, events, occurrence, or subject and may be communicated or presented in oral or written form [ Basvanthappa bt.2009 ]
- ❑ Reports are oral or written exchanges of information shared between care givers of workers in a number of ways. A report summarises the service of the personnel and of the agency

# TYPES OF REPORTS

1. Census report
2. Anecdotal report
3. Birth and death report
4. Incidental report
5. 24 hours reports

## ❖ CLASIFICACION OF REPORTS BASED ON TYPES

1. Oral reports
2. Written reports

## ❖ REPORTS USED IN HOSPITAL SETTING

1. CHANGE – OF – SHIFT REPORTS
2. TRANSFER REPORTS
3. INCIDENT REPORTS
4. LEGAL REPORTS

## ➤ **ADVANTAGES**

- ❖ Monitoring operations
- ❖ Controlling
- ❖ Guide decision
- ❖ Employee motivation
- ❖ Performance evaluation

## ➤ **DISADVANTAGES**

- ❖ It is time consuming.
- ❖ Expensive
- ❖ Reports can be biased
- ❖ Sometimes implementations of the recommendations of a report become unrealistic.
- ❖ Technical reports are not easily understandable.

# NURSES RESPONSIBILITY FOR RECORD KEEPING AND REPORTING

- ❖ Records and reports must be functional accurate, complete, current organized and confidential  
FACTS  
ACCURACY    COMPLETENESS    CURRENTNESS  
ORGANIZATION CONFIDENTIALITY



**THANK YOU**