

Record Keeping Compliance Checklist

NAC 634.435 **Health Care Records** states:

1. In addition to the requirements set forth in [chapter 629](#) of NRS, a licensee shall ensure that the health care records of his patients:

- (a) Are clear, legible, complete and accurate;
- (b) Remain confidential, where such confidentiality is required by law; and
- (c) Contain the following information:
 - (1) A description of the chief complaint for which the patient sought treatment from the licensee;
 - (2) Documentation of any significant event that affects the chief complaint of the patient or the general history of the health of the patient; and
 - (3) An accurate record of the diagnostic and therapeutic procedures that the licensee has employed in providing chiropractic services to the patient, including, without limitation:
 - (I) Examinations and the results of those examinations;
 - (II) Diagnoses;
 - (III) Plans for treatment of the patient, including, without limitation, any changes in those plans and the reasons for those changes;
 - (IV) Areas of the body of the patient on which the licensee has performed chiropractic adjustments;
 - (V) Dates on which the licensee provided chiropractic services to the patient; and
 - (VI) A record of the response of the patient to treatment.

This checklist is provided to assist Nevada licensees in assuring their compliance with chiropractic health care records regulations.

- Are clear, legible, complete, and accurate
- Have been kept confidential, where such confidentiality is required by law
- Must include a description of the chief complaint for which the patient sought treatment from you
- Must include documentation of any significant event that affects the chief complaint of the patient
- Must include the general history of the health of the patient
- Must include an accurate record of the examinations and the results of those examinations
- Must include an accurate record of the diagnoses
- Must include an accurate record of the plans for treatment of the patient and any changes in those plans and the reasons for those changes
- Must include an accurate record of the areas of the body of the patient on which you performed chiropractic adjustment
- Must include an accurate record of the dates on which you provided chiropractic services to the patient
- Must include an accurate record of the response of the patient to treatment
- Must be kept for at least five (5) years. (Medicare records must be kept for 7 yrs)