# NATIONAL ASSEMBLY

**FOR WRITTEN REPLY**

**QUESTION NO. 2172**

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**(INTERNAL QUESTION PAPER NO. 25)**

**Ms J Edwards (DA) to ask the Minister of Health:**

(a) What system is currently in place pertaining to patient file management in (i) public hospitals and (ii) clinics and (b) how does this system work?

###### NW2403E

**REPLY:**

(a) (i) Each Provincial Department of Health has a Patient Records Management system that includes the management of Patient Files in public hospitals. Most public hospitals are using a paper-based patient file management system with the file number linked to the Patients Date of date of birth.

(ii) As from 2015 the National Department of Health in partnership with Provincial Departments of Health has implemented a system to standardise the patient file management system and patient administration in 540 primary health care facilities in the NHI Pilot Districts. Provincial Departments of Health are in the process of expanding this to primary health care facilities external to the NHI Pilot Districts.

(iii) The System consists of the following components:

1. Rationalise the number of Reception areas in the facility to one reception area;
2. Installation of Bulk Steel Filing Cabinets that can lock and are compliant with the minimum standards for the safe storage of documentation and allow for the fast retrieval of files;
3. The Department of Health has developed an electronic software that allows for a computer-generated Patient Folder number that is Facility Specific, gives the indication of where the Folder should be filed and retrieved in or from the bulk filing cabinet and allows for the Uniform Implementation of the Patient File Management System in the different PHC Facilities;
4. The Department, through an 18-month process of consultation and testing, has developed a Standardised Patient Folder in the form of a Booklet for Patients using PHC facilities. Separate standardised Patient Folders for Male, Female and Children has been developed and has been implemented at facilities.

END.