

# Privacy Matters



Accurate reporting is extremely important and there is a professional and legal obligation to ensure you are reporting information accurately.

- Double check information to ensure it is the right patient you are charting on
- Ensure it is the right information being added to the chart
- Make sure you are opening the right chart
- Ensure you are printing information from the correct chart.
- Document your reasons for opening a chart
- Correct errors promptly (even a small spelling mistake can be a huge inaccuracy and possibly result in patient care errors/incidents).
- Review auto-populated information to ensure it is correct for your patient's situation