

Meridian Health

REQUIREMENTS FOR Medical Record FORMS DESIGN

ABBREVIATIONS

- Abbreviations of any kind should be limited and used only when space constraints necessitate them
- Only approved, consistently recognized and understood abbreviations are permitted if used

DRUGS

- Medications must utilize generic names. If brand names are included, they must be in parenthesis after the generic name
- Medication doses must be expressed in metric weights – e.g.: milligrams/Grams. Volume exceptions for liquids such as antacids or cough syrups may be made if the dose is clear and unambiguous. Dosage terms such as “amps”, “bags” or “vials” are unacceptable
- No range orders (e.g. aspirin 1-2 tabs)
- Designate parameters for “prn” doses

DOCUMENTATION

- “Fill in the blank” areas on forms must allow sufficient space for legible and complete entry of information
- Forms may not contain underscores or lines that can obscure decimal points in numeric data
- Data elements must contain check-off points to indicate which elements are to be executed
- Physician order sheets must contain a “read back” column
- **Space for the patient ID label or patient name on every page.**
- No reference to proper names
- Adequate space for printed name, signature and/or initials

PAPER SIZE

- It is strongly recommended that the form measure 8 ½ x 11.
- If an oversized form is necessary, it is limited to 17” wide with one fold on the side of the form
- If an off-size form (smaller than 8 ½ x 11) is necessary, the width may not exceed 8”
- Off-size forms must be mounted on a mounting sheet but must not be shingled
- Page numbers on each side of the form
- Spacing is correct for handwriting

PAPER COLOR

- *Single forms:* Original form must be on white paper
- *Multipart forms:* The original (medical record copy) must be white: each additional copy should be a different color.
- Shading maximum 10%

TYPEFACE

- Choose a simple business style such as Gothic, Prestige, or Courier.
- Size type faced should be:
At least 9 points for main text information
At least 10 points for instructions, legends, keys, etc.
Up to 18 points for headings

HOLE PUNCHES

- Medical record forms must have the standard five-hole center punch along the left margin.

MARGINS

- Must include a ¼” margin at the top of the form.
- Must include a ¾” margin on the left and 3/8” on the right sides of the form.
- Must include a 3/8” margin at the lower edge of the form

HEADERS

- Identify
Meridian Health
Jersey Shore University Medical Center
Riverview Medical Center

9/2/2005

Ocean Medical Center
Partner Companies

- Indicate the form name or title. Two lines maximum.

INK

- Black ink must be used as the primary color.