# Patient register

Register | PHC-REG-001

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| Document type | Register |
| Title | Patient register |
| Document ID | {{facility.code}}-PHC-REG-001 |
| Version and status | 1.0 \| Issued for use. Pending ASF Expert Committee ratification |
| Prepared by | {{roles.quality_lead.name}}, Quality lead |
| Reviewed by | {{roles.clinical_director.name}}, Clinical director Date: _____ |
| Approver and signature | {{roles.clinical_director.name}}, Clinical director<br>Signature: _____ Date: _____ |
| Effective date | {{document.effective_date}} |
| Next review | {{document.review_date}} (12 months, or sooner after any incident or change) |
| Replaces | None (new document) |
| Standards and criteria supported | System S3 (Primary care practice), criterion S3.1 |
| Evidence basis | E-006, E-009 |
| Status of this document | Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria. |

**Use this form when**

Lists each registered patient with the named clinician or team and the date of the last register review.

## 1. How to complete

- Add each patient at registration.
- Record the named clinician or team.
- Mark leavers and deaths at review.

## 2. Record

| Patient ID | Date registered | Named clinician or team | Last reviewed | Status (active, left, died) |
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Completed by (name and role): _____ Date/time: _____ Signature: _____

## 3. Evidence

| ID | Source and status |
|---|---|
| **E-009** | ASF Expert Committee consensus. |
| **E-006** | ASF Policy Framework v1.2. Adapted. |
| **E-009** | ASF Expert Committee consensus. |

*EC = ASF Expert Committee consensus.*

## 4. Change history

| Version | Date | What changed | Approver and signature |
|---|---|---|---|
| **1.0** | {{document.effective_date}} | First version | Pending Expert Committee approval |