Organisation name Site or unit		REGISTER Attendance and repeat attender review	
Document ID	URG-REG-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · URG-REG-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 21.6

1. Purpose

Records the attendance pattern for each period, its match to staffing, and the follow-up of patients who attend repeatedly.

2. How to complete

- Count attendances by period and compare with staffing.
- Identify repeat attenders.
- Record the follow-up for each repeat attender.

3. Checks

Check	Entry
Period	Yes
Attendances against staffing	Yes
Repeat attenders (number and ID)	Yes
Follow-up of repeat attenders	Yes
Reviewed by and date	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Emergency triage, assessment and treatment (ETAT) manual (2005) and the WHO Emergency care systems for universal health coverage (2016).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

Planned course: Attendance patterns and repeat attenders in urgent care. New course planned.

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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