Transaction Records Comparison Policies and Procedures

HiFlex Physio

Policies

- Organisational Records refer to the print copies of HiFlex Physios transaction records while online Records refer to the Online copies of HiFlex Physio transaction records.
- Organization and Online Records need to be up to date and not have any irregularities between them for compliance purposes.
- Online Records will need to be compared to the Organisation Records of Bounce Fitness in order to assess if there are any irregularities in the online records.
- If there are any irregularities found, these should be documented via email then sent to the relevant workplace personnel for review and action.

Procedures

- Access workplace records and online records.
- Compare the workplace records and their equivalent online records, then take note of any irregularities (or differences) found in the online records.
- Records the irregularities identified and where these were found. Send these findings in an email to your supervisor.
- Submit the email to the relevant personnel in charge of correcting irregularities.

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