**Section 635.130 Clinic Management**

a) Equipment and supplies used in the facility must be safe and adequate in number for the clinic size. Supplies such as syringes, needles and pharmaceuticals must be kept in a secure place with access limited to appropriate agency staff per agency protocol. An inventory shall be maintained of all supplies.

b) Prescriptions must be filed and filled, or medication supplied under the order of the delegate agency's medical director. Emergency drugs for resuscitation must be on hand and readily available to the examination rooms for use if needed. If rubella vaccines are not provided by the agency, information concerning treatment for the client must be provided.

c) Medical records must be maintained in a systematic, complete, and confidential fashion. These records shall include at a minimum personal data including mechanism for client contact, history, physical exam, lab test, referral with notations regarding follow-up, problem lists, counseling session notations, telephone contacts between client and agency, and educational checklist. All entries in progress notes, physical exams and histories must be signed by the clinician performing the service. Signed informed consent forms must be on file for all treatments and procedures performed.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)