

# Medical Record Documentation

## Policy

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It is the policy of UTM&B to initiate and maintain a complete and accurate medical record for every individual assessed, cared for, treated, or served. Documentation in the medical record shall be sufficient to identify the patient, support the diagnosis, justify the treatment, document the course and results of treatment, and promote continuity of care among health care providers. Medical record documentation is to be timely, meaningful, authenticated, and legible. All relevant documents and entries should be entered into the medical record at the time the service is rendered. The electronic medical record (EMR) must be used for documentation in all areas where its implementation has been completed.

Every individual documenting in the medical record is responsible for the entire content of his/her documentation, whether the content is original, copied, pasted, imported or reused. Those who document are responsible for the accuracy, medical necessity, and documentation requirements of each of their notes.

In addition, they are responsible for the proper maintenance of their In Basket by reviewing it regularly to prevent delinquencies in the medical record. Faculty members should ensure that resident notes are accurate and consistent with this policy at the time of co-signing any note.

More specific documentation requirements can be found in the [Medical Staff Bylaws](#), [Medical Staff Rules and Regulations](#), and the booklet, "The Medical Record and Health Information Management Services" published by the Department of Health Information Management (HIM).

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## Legibility

1. All entries must be legible, including handwritten/electronic signatures.
2. Black ink is recommended for hardcopy medical record entries.

## Patient Identification

1. Every page in the medical record or electronic medical record screen must be identifiable by patient name and complete medical record number (including the alpha suffix). It is preferred that this information be available on both sides of a document.
  2. If the Department of Health Information Management (HIM) receives documents with incomplete, illegible and/or missing patient identification, an attempt will be made to properly identify the patient. Documents successfully identified will be
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# Sample Medical Documentation

**D Keegan**



## **Sample Medical Documentation:**

101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear, fair, and most importantly, legal. Thankfully, HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse, and more. With each sample document also including a performance improvement plan, outcomes and consequences, and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

**The Compliance Guide to the JCAHO's Medication Management Standards** Michael R. Hoying, 2005      Ongoing Records Review Jean S. Clark, Rhia, Jean S. Clark, 2005      **Fundamental Nursing Skills and Concepts** Barbara Kuhn Timby, 2009 Now in its Ninth Edition, this full-color text combines theoretical nursing concepts, step-by-step skills and procedures, and clinical applications to form the foundation of the LPN/LVN course of study. This edition features over 100 new photographs, exciting full-color ancillaries, end-of-unit exercises, and extensively updated chapters on nursing foundations, laws and ethics, recording and reporting, nutrition, fluid and chemical balance, safety, sepsis, infection control, and medication administration. Coverage includes new information on cost-related issues, emerging healthcare settings, concept mapping, malpractice, documentation, and reporting HIPAA and more. All Gerontologic Considerations sections have been thoroughly updated by renowned experts.

**Stored Tissue Samples** Robert F. Weir, 1998      ,      *Spanish and the Medical Interview: Clinical Cases and Exam Review - E-Book* Pilar Ortega, Marco Alemán, 2021-07-10 Offering a practical, case-based approach, *Spanish and the Medical Interview: Clinical Cases and Exam Review* is a unique, immersive study and review resource for medical Spanish. It provides extensive training and review in two formats: the print book contains numerous cases spanning a wide variety of clinical settings, formatted as a patient would present for medical attention, while the audio cases provide multiple opportunities to hone your listening comprehension skills. Together, these learning components test your knowledge and skills in caring for Spanish-speaking patients and prepare you for case-based examinations that test clinical skills in Spanish. This first-of-its-kind title is ideal as a stand-alone resource or as a companion to Dr. Ortega's *Spanish and the Medical Interview: A Textbook for Clinically Relevant Medical Spanish*. Helps you improve your interviewing skills, your understanding of patient responses, and your ability to explain a diagnosis and plan of care to Spanish-speaking patients so you can provide a higher quality of patient care and

safety in your practice Covers multiple presentations of cases in main organ system areas including musculoskeletal cardiovascular pulmonary gastrointestinal endocrine genitourinary neurologic psychiatric eye ear nose throat and pediatric in multiple patient care settings such as urgent care emergency department outpatient clinic and inpatient wards Focuses on topics that are particularly common in Hispanic Latino patients and includes cultural health issues that may impact the patient's understanding of medical information belief system decision making preferences or access to care all of which have a significant impact on your medical decision making and interviewing styles and effectiveness Leads you through key information for each case prompting you to use your medical Spanish clinical skills in a series of prompts and questions as the case unfolds Assessment questions follow each case to test your comprehension Provides more than two dozen audio cases to improve your listening comprehension of different nationalities and accents of Spanish speaking patients Provides real world content from Drs Pilar Ortega and Marco Alem n who serve on the steering committee for the National Medical Spanish Taskforce that aims to standardize the educational approach to a national assessment examination for Medical Spanish Expands your global skills set in your home country when caring for patients who speak Spanish or when caring for patients in other countries through global medicine programs Evolve Instructor site with an image and test bank is available to instructors through their Elsevier sales rep or via request at <https://evolve.elsevier.com> **Military Personnel** Brenda S.

Farrell, 2009-02 The increasing need for warfighters for the Global War on Terrorism has meant longer and multiple deployments for soldiers Medical readiness is essential to their performing needed duties and an impairment that limits a soldier's capacities represents risk to the soldier the unit and the mission Asked to review the Army's compliance with its guidance this report examined the extent to which the Army is 1 adhering to its medical and deployment requirements regarding decisions to send soldiers with medical conditions to Iraq and Afghanistan and 2 deploying soldiers with medical conditions requiring duty limitations and assigning them to duties suitable for their limitations Includes recommendations Charts and tables Inspector General Audit of Health Care Financing Administration Financial Statements United States.

Congress. House. Committee on Ways and Means. Subcommittee on Health, 1998 **Environmental Health Perspectives**, 2009-12 *VA health care adequacy of resident supervision is not assured, but plans could improve oversight.* ,

**Effective Communication in Clinical Handover** Suzanne Eggins, Diana Slade, Fiona Geddes, 2016-03-21 Based on detailed multi disciplinary analyses of more than 800 recorded handover interactions audits of written handover documentation interviews and survey responses the contributing authors identify features of effective and ineffective clinical handovers in diverse hospital contexts The authors then translate their descriptive findings into practical protocols communication strategies and checklists that clinicians managers and policy makers can apply to improve the safety and quality of clinical handovers All the contributors are affiliated with the International Research Centre for Communication in Healthcare IRCCH an international multidisciplinary organisation of over 90 healthcare professionals from more than 17

countries committed to improving improving communication in healthcare systems around the world The authors have created a new and tightly woven systems safety net that will if implemented significantly reduce the occurrence of errors resulting from cumulative communication failures H Esterbrook Longmaid III MD FACR President of Medical Staff Beth Israel Deaconess Milton Hospital Milton MA USA Uncommonly valuable for the rigorous original communication research it reports and for the careful translation of the research findings into practical strategies that actually improve clinical handovers in the real world of practice Professor Suzanne Kurtz Washington State University This clear plain English book is an outstanding resource for the training of all involved in healthcare Elizabeth Trickett Former Director of Safety and Quality ACT Health Australia **Vital and Health Statistics** ,1988 **Seamen Documentation and Towboat Manning** United States. Congress. House. Committee on Merchant Marine and Fisheries. Subcommittee on Coast Guard and Navigation,1992

**Recognition, Evaluation, and Control of Indoor Mold** Bradley Prezant,Donald M. Weekes,J. David Miller,2008

The CMS' Interpretive Guidelines for the Hospital Conditions of Participation ,2004 **Front Office Management for the Veterinary Team E-Book** Heather Prendergast,2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting Paralegal Litigation Marcy Fawcett-Delesandri,2000-12-01 A handbook for paralegals this book contains the forms pleadings and instructions needed to successfully handle most types of litigation Fawcett Delesandri herself a paralegal provides model interrogatories demand letters sample motions checklists and practice tips as well as information on meeting with clients and witnesses preparing exh *Alcohol/Drug Screening and Brief Intervention* Mark Galanter,Richard Saitz,2023-08-04 Get a better understanding of what is known and what is not known in this widespread practice Screening and brief intervention SBI has been around for over 40 years and is a widely recognized practice Alcohol Drug Screening and Brief Intervention Advances in Evidence Based Practice provides a valuable exploration of the present literature the effectiveness and cost effectiveness of screening and brief intervention and methodological challenges in studying these practices Respected leaders in the field discuss ways to measure the use of screening and brief intervention in practice the multiple risk factor context in which unhealthy alcohol use occurs clinician training issues effective strategies to screen adolescents which patients are most likely to change from SBI and what research is needed in the future Screening and brief intervention are presently being used in numerous settings such as hospitals primary care settings trauma centers and college health services Alcohol Drug Screening and Brief

Intervention Advances in Evidence Based Practice examines in detail original research and cutting edge research issues in these settings to provide an important review of what is known and what is not known about the practice Methodological issues are extensively discussed This valuable book provides crucial information on the detection of small effects standards of analysis reporting interpretation the risks of bias and the need to ensure that results have the potential to be applied in practice Health professionals and addiction specialists get an important critical re evaluation of the growing practice and are provided direction for future research Other topics in Alcohol Drug Screening and Brief Intervention Advances in Evidence Based Practice include results of research on screening brief intervention and referral to treatment SBIRT exploration of data assessing the effectiveness of screening and brief alcohol intervention evaluation of clinical alcohol screening with the AUDIT C cost effectiveness and cost benefit of SBI in medical settings research into SBIRT for Emergency Departments data on primary care patients with multiple risk factors research on feasibility and efficacy of no contact interventions and more Alcohol Drug Screening and Brief Intervention Advances in Evidence Based Practice is essential reading for alcohol and drug researchers screening and brief intervention program practitioners physicians nurses health promotion advocates Public Health Practitioners and the State Departments of Public Health

**Health Care Quality Management** Thomas K. Ross, 2014-01-07 In today's challenging health care environment health care organizations are faced with improving patient outcomes redesigning business processes and executing quality and risk management initiatives Health Care Quality Management offers an introduction to the field and practice of quality management and reveals the best practices and strategies health care organizations can adopt to improve patient outcomes and program quality Filled with illustrative case studies that show how business processes can be restructured to achieve improvements in quality risk reduction and other key business results and outcomes Clearly demonstrates how to effectively use process analysis tools to identify issues and causes select corrective actions and monitor implemented solutions Includes vital information on the use of statistical process control to monitor system performance variables and outcomes attributes Also contains multiple data sets that can be used to practice the skills and tools discussed and reviews examples of where and how the tools have been applied in health care Provides information on root cause analysis and failure mode effects analysis and offers as discussion the clinical tools and applications that are used to improve patient care By emphasizing the tools of statistics and information technology this book teaches future health care professionals how to identify opportunities for quality improvement and use the tools to make those improvements

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