


<b>Name of Policy:</b> <u>Documentation</u> <b>Policy Number:</b> 3364-131-04 <b>Department:</b> Outcome Management <b>Approving Officer:</b> AVP Patient Care Services/CNO <b>Responsible Agent:</b> Manager, Outcome Management <b>Scope:</b> The University of Toledo Medical Center	 <b>Effective Date:</b> 10/01/2020 <b>Initial Effective Date:</b> 10/30/2017
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

Documentation in health care records provides an accurate description of each patient’s episodes of care or contact with the health care professional. The policy requires that the Outcome Management Department staff will document within the patient’s medical record accurate and complete documentation in compliance with Federal and State laws, rules and regulations, and other accrediting body regulations and standards.

**(B) Purpose of Policy**

To define the requirements for the documentation and management of health records in the Outcome Management Department.

**(C) Procedure**

1. Documentation in health care records must provide a timely, accurate description of a patient’s episode of care, discharge plan, and/or interaction with health care professionals.
2. A health care record may include, but is not limited to, medical and therapeutic treatment and intervention, well-being of the patient, diagnosis, health care treatment plan, progress and health outcome, referrals to external agencies, and discharge plan.
3. Every medical record entry must be timed, dated, and its author identified.
4. Documentation should occur with change in patient need, change in level of care, or more often, as needed.
5. Documentation should be concise and identify pertinent facts. Personal beliefs, values, judgment statements, and opinions should not be documented in the chart.

<p><b>Approved by:</b></p> <p><u>        /s/        </u> _____ <u>        </u> _____</p> <p>Monecca Smith, MSN, RN AVP Patient Care Services/CNO</p> <p>_____ Date</p> <p><u>        /s/        </u> _____ <u>        </u> _____</p> <p>Megan Naparstek MSW, LISW-S, ACSW Manager of Outcome Management</p> <p>_____ Date</p>	<p><b>Review/Revision Date:</b></p> <p>4/2005 420/08 4/2011 10/2014 10/2017 08/2020</p>
<p><b>Next Review Date</b> 10/2022</p>	
<p><b>Policies Superseded by This Policy:</b> 17-04 Outcome Management Documentation</p>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*