

3rd Corporate Compliance Corner

WE ARE CONFRONTED WITH INSURMOUNTABLE
OPPORTUNITIES. Walt Kelly

IMPORTANT STEPS FOR DOCUMENTATION

DO

DON/T

*Document a patient's refusal for
Treatment or to take
Medication.*

*Write trivia: "a good shift"
What does this mean?*

*Document your observations.
Write only what you see, hear,
Smell, feel.*

*Document what someone else said they
heard, saw, or felt (unless the
Information is critical—then quote and
Attribute.)*

*Chart patient teaching and
Response*

*Pre-chart! It's considered fraud to chart
that you have done something you didn't
Yet do.*

*Write legibly, offering clear,
Concise notes, reflecting facts.*

*Wait until the end of the day to do your
Note and rely on your memory.*

*Chart what you report to other
Service providers and when you
Meet with clinical colleagues
Concerning a patient.*

*Be imprecise. Avoid terms like "large
amounts" and "appears".*

*Sign your full name and full date,
Using initials only where
Guidelines permit.*

*Write your opinions, such as "the
patient doesn't care..."*

A MAN WHO HAS COMMITTED A MISTAKE AND DOESN'T
CORRECT IT IS COMMITTING ANOTHER MISTAKE.

CONFUCIUS