

# 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

**Pilar Ortega, Marco Alemán**



## **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. Hoving, 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. **Ongoing Records Review** Jean S. Clark, Rhia, Jean S. Clark, 2005, **Stored Tissue Samples** Robert F. Weir, 1998 *The Primary Care Provider's Guide to Compensation and Quality* Carolyn Buppert, 2005 This book links quality and reimbursement issues using a systems approach that clinicians may incorporate into their practice. Updated to provide practical advice for primary care providers (PCPs) about major trends that have emerged over the past five years, such as growing patient enrollment in managed care health plans, performance evaluation of PCPs by outside agencies and the dramatic increase in billing being audited. Includes a free CD-ROM with customizable forms and checklists. *Total Quality Management for Hospital Nutrition Services* M. Rosita Schiller, Karen Miller-Kovach, Mary Angela Miller, 1994 Designed to help nutrition professionals build and sustain an effective total quality management program for nutrition services in hospitals, skilled nursing facilities, nursing homes, etc. Provides a discussion of quality assessment, monitoring and evaluation. Includes background information on total quality management and its adaptation to health care settings and a discussion of departmental systems and tools for quality management. Deals with the quality monitoring and

evaluation process and offers suggestions for managing the quality process Contains references and examples from dietetic practice *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>

**Health Care Information Systems** Karen A. Wager,Frances W. Lee,John P. Glaser,2017-02-08 BESTSELLING GUIDE UPDATED WITH A NEW INFORMATION FOR TODAY S HEALTH CARE ENVIRONMENT Health Care Information Systems is the newest version of the acclaimed text that offers the fundamental knowledge and tools needed to manage information and information resources effectively within a wide variety of health care organizations It reviews the major environmental forces that shape the national health information landscape and offers guidance on the implementation evaluation and management of health care

information systems It also reviews relevant laws regulations and standards and explores the most pressing issues pertinent to senior level managers It covers Proven strategies for successfully acquiring and implementing health information systems Efficient methods for assessing the value of a system Changes in payment reform initiatives New information on the role of information systems in managing in population health A wealth of updated case studies of organizations experiencing management related system challenges

**Clinical Nursing Skills** Christy Bowen,2024-09-16 Clinical Nursing Skills is designed to equip nursing students with the practical knowledge and hands on skills necessary to provide comprehensive patient care The material emphasizes the application of clinical judgment in a variety of settings ensuring that students are prepared to deliver high quality care across different patient populations and clinical scenarios The content utilizes concepts promoting the development of clinical judgment by building upon the systematic model developed by the National Council of State Boards of Nursing NCSBN Clinical Nursing Skills provides detailed instructions on basic procedures such as hygiene mobility vital signs assessment medication administration and wound care It also guides students through more complex skills including intravenous therapy catheterization tracheostomy care and emergency interventions By integrating the Clinical Judgment Measurement Model the material helps students recognize analyze prioritize create act and evaluate outcomes in various clinical situations fostering critical thinking and clinical decision making By studying Clinical Nursing Skills students will gain the confidence and competence needed to perform essential nursing tasks make informed clinical decisions and provide compassionate patient centered care which will prepare students for success in their clinical rotations and future professional practice This is an adaptation of Clinical Nursing Skills by OpenStax You can access the textbook as pdf for free at openstax org Minor editorial changes were made to ensure a better ebook reading experience Textbook content produced by OpenStax is licensed under a Creative Commons Attribution 4 0 International License

*Health Care Administration* Lawrence F. Wolper,2004 Health Care Administration continues to be the definitive guide to contemporary health administration and is a must have reference for students and professionals This classic text provides comprehensive coverage of detailed functional technical and organizational matters

*Proceedings of the Public Health Conference on Records and Statistics* Public Health Conference on Records and Statistics,1995 A planned study program of the Public Health Service administered by the National Center for Health Statistics

[Proceedings of the ... Public Health Conference on Records and Statistics](#) ,

[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 *Vital and Health Statistics* ,1988

*Environmental Health Perspectives* ,2009-12 **Inspector General Audit of Health Care Financing Administration**

**Financial Statements** United States. Congress. House. Committee on Ways and Means. Subcommittee on Health,1998

Seamen Documentation and Towboat Manning United States. Congress. House. Committee on Merchant Marine and Fisheries. Subcommittee on Coast Guard and Navigation,1992 **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

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