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|  MEDICAL RECORDS - QUALITY ASSURANCE CHECKLIST  FOR CLOSED FILES  | NO. 172I |
| It is the policy of Winning Wheels to ensure the following is completed prior to closing out residents’ medical records in the event of a transfer or discharge:DPA 1156 (disposition of funds)Physicians order for disposition of medicationDisposition of personal items form signedDischarge Summary cover sheetSocial Services noteNursing noteTransfer Sheet if applicableOther applicable or requested records  |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |