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| MEDICAL RECORDS -- TIME FRAMES FOR COMPLETION  OF CLINICAL DOCUMENTATION | | | | NO. 172M | |
| It is the policy of Winning Wheels, Inc. that the following time frames should be adhered to for entries into the clinical records of each person served.  ASSESSMENTS  The initial MDS must be Completed no later than day 14 following admission. Assessments should be completed by each clinical discipline within the assessment reference period for each person served. The MDS MUST be completed no later than the Monday morning at 9:00 a.m. prior to regularly scheduled care plan conferences on the following Tuesday. Reassessments must occur at least quarterly (skilled patients per MDS schedule), upon a resident's return from the hospital, and **/** or following a significant change in condition of non-acute nature, or more often as necessary. Clinical disciplines that are required to be involved in the assessment completion process include Therapeutic Recreation, Nursing (Braiden, Fall Risk, ADL Assessments, Restraint Evaluations, Self-Medication assessments, etc.). Social Services / Psychosocial; Cognitive Rehabilitation, Speech & Language Pathology, Dietary, Physical and Occupational Therapies and others as deemed necessary.  PROGRESS NOTES  Progress notes must be completed a minimum of 90 days for day treatment, nursing, psychosocial programming, recreational therapy, and social services residents and all other disciplines.  DISCHARGE SUMMARIES  Discharge summaries must be completed -within seven days of discharge of the person served by disciplines involved in the care service provision of the person served.  REPORTS OF CRITICAL INCIDENTS OR INTERACTIONS  Notations of critical incidents or interactions (i.e. injuries; hospitalizations; unusual events) must be made in the clinical record after their occurrence. Such entries must be completed before the recording clinician goes off duty, unless supervisory approval is obtained. Charting by exception lessens the duplication of written information, yet complies with regulations. | | | | | |
| Approved: | Effective Date: | Revision Date:  4/07; 10/08; 7/10; 3/17 | Change No.: | | Page:  1 of 1 |