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| MEDICAL RECORDS -- TIME FRAMES FOR COMPLETION  OF CLINICAL DOCUMENTATION -- STRIVE | | | | NO. 172N | |
| It is the policy of S.T.R.I.V.E. that the following time frames should be adhered to for entries into the clinical records of each person served, unless notified otherwise by facility administration:  ASSESSMENTS  Assessments should be completed by each clinical discipline within 30 days of admission for each person served, and MUST be completed no later than the morning prior to regularly scheduled service plan conferences on the following day. Individual department assessments should be completed prior to the service plan conference. Reassessments must occur semi-annually 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 may include Therapeutic Recreation, Nursing (PUPA Scores, ADL Assessments, Self-Medication assessments, etc.), Social Services / Psychosocial, Speech & Language Pathology, Dietary, Physical and Occupational Therapies and others as deemed necessary.  PROGRESS NOTES  QMRP and Case Manager progress notes are completed monthly. Progress notes must be completed 90 days (with an eight-day leeway) for therapeutic recreation, nursing, psychosocial/social services programming, occupational and physical therapies, and 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; abuse) 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. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |