|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TIME FRAMES FOR COMPLETION OF CLINICAL  DOCUMENTATION | | | | NO. | |
| It is the policy of Winning Wheels, Inc. that the following time frames should be adhered to for entries into the clinical records of persons served, unless notified otherwise by facility administration:  ASSESSMENTS    The initial MDS must be completed no later than day 14 following admission. Assessments should be completed by each clinical discipline within 7-14 days of admission for persons served, and 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. Individual department assessments should be completed prior to the MDS / Comprehensive Resident Assessment. Reassessments must occur at least quarterly (monthly for Exceptional Care patients), 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 (PUPA Scores, Safety Risk Scores, 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 every 90 days (with an eight-day leeway) for day treatment, nursing, psychosocial programming, occupational and physical therapies, and for Level II Social Services patients and other disciplines. Exceptional Care progress notes must be completed monthly by 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 clinician recording them goes off duty, unless supervisory approval is obtained. | | | | | |
| Approved: | Effective  Date: | Revision  Date:  3/17 | Change No.: | | Page:  1 of 1 |