



Documentation Requirements – Report Contents

For complete instructions, refer to Rules & Regulations Articles II – VI

All records must be dated, timed, and authenticated

Operative Reports – immediately after procedure/surgery; before patient transitions to the next level of care

1. Name of specific surgical procedure(s) performed
2. Name of primary surgeon(s) and any assistant(s)
3. Description of procedure(s) performed
4. Findings of each procedure performed
5. Complications, if any
6. Estimated blood loss, if applicable
7. Any specimen(s) removed
8. Prosthetic devices or implants if used, if any
9. Post-operative diagnosis

Discharge Summary – within 30 days of discharge Note: pending CMS guidelines Nov. 3, 2019 will be required immediately upon discharge

1. Discharge diagnosis
2. Reason for hospitalization
3. Significant findings
4. Procedures performed and treatments rendered
5. Condition of patient and discharge
6. Instructions to include activities, diet, medications, and provision for follow-up care
7. For stays less than 48 hours, the final progress notes may serve as the discharge summary if they contain the same elements

History & Physical – in record within 24 hours of patient admission

1. Chief complaint
2. History of present illness
3. List of allergies
4. List of current medications or attest to the accuracy of the medication reconciliation document
5. Relevant review of body systems
6. Relevant past, social and family history
7. Relevant physical exam
8. Impression
9. Plan of care
10. If indicated, information necessary to prevent harm to other patients or to the Hospital's employees or other medical providers if the physician reasonably believes that the patient poses a risk of harm to others

Consultation Report

1. Review of findings
2. Examination of patient and patient's medical record
3. Recommendations made
4. Impression

Downtime/Paper Chart Entries

1. Entries made on paper must be signed, dated, and timed
2. Correct handwritten errors: single line through entry; write 'error' with initials, date, and time