

SECTION: NURSING SERVICES

POLICY #: 405 CHARTING

POLICY: Client documentation will be completed on each individual utilizing services of Central Valley Health District.

PROCEDURE:

1. Documentation of nursing services provided to clients by Central Valley Health District nursing staff will be electronically entered on the Centricity Electronic Medical Record (EMR) system unless otherwise indicated
2. Documentation should be completed during the client encounter or as soon as possible following the client's visit.
3. Basic Documentation steps:
 - a. Sign in to the Centricity EMR program using User ID and password
 - b. Indicate Encounter Type and complete Summary(reason for visit)
 - c. Nurse will determine the appropriate path for documentation depending on the services requested/reason for visit. See Client Record policy # 406
 - d. Be complete, brief and accurate.
 - e. Review Risk Factors with each visit.
 - f. Use Central Valley Health District approved abbreviations. *See listing.
 - g. All entries into the EMR should be carefully reviewed before signing electronically to assure accuracy and prevent errors in information and spelling.
 - h. Sign completed documentation after review. Upon signing, documentation will be entered into the permanent client record.
 - i. Clarification of documentation which has been electronically signed may be done by appending the document.
4. All client contacts, including telephone, office visit, or home visit, will be documented in the client's EMR.
5. Nursing staff are encouraged to document contacts to individuals who are not established clients. This includes nursing information given over the telephone. Documentation may be done on a daily telephone log. Detailed descriptions or concerns of non-established clients may require a client record, depending on the situation as determined by nursing staff.
6. All staff will sign the authorized signature list which is kept on file permanently in nursing supervisor's office.