Documentation Checklist

To ensure that medical record documentation is accurate, the following guidelines should be used:

- The record must be legible to someone other than the documenting physician or provider and their staff.

- Each page of the record should have information identifying the patient, such as:
  - The patient’s name
  - Identification number or date of birth

- All entries must be dated. Please include such dates as the date:
  - Of the office visit
  - Of when a correction to the record was made

- For all entries the author must be identified in one of the following ways:
  - Handwritten signature
  - Author’s initials
  - Unique electronic identifier

- The documentation of each patient encounter should include:
  - Reason for the visit (chief complaint) and relevant history, physical examination findings, and prior diagnostic test results. Documentation should be pertinent to the chief complaint.
  - Assessment, clinical impression, or diagnosis
  - Medical plan of care
  - Date and legible identity of the observer

- If not documented, the rationale for ordering diagnostic and other ancillary services should be easily inferred
• Past and present diagnoses should be accessible to the treating and/or consulting physician

• Appropriate health risk factors should be identified

• The patient’s progress, response to and changes in treatment, and revision of diagnosis should be documented.

• The CPT and ICD-9 CM codes reported on the health insurance claim form or billing statement should be supported by the documentation in the medical record

• For corrections or amendments made to the medical record:
  □ Use a single strikethrough over the error
  □ The author making the change must sign with his or her initials
  □ Amendments and late entries must be dated and signed by the physician
  □ Must state the reason for the correction
  □ Must be made in a timely manner
  □ When a paper copy of the original entry has been made prior to the amendment, both the electronic record and the paper copy must include the same amendment information