



## Did you....

- ☐ **Edit** any copy and pasted notes?
- ☐ **Use** any “DO NOT USE” abbreviations (DNUA)?
- ☐ **Complete** an H&P within 24 hours of admission and prior to a procedure?
- ☐ **Update** an H&P completed within 30 days prior to admission? *It must include:*
  - ✓ The patient was re-examined
  - ✓ H&P reviewed
  - ✓ Changes (or no changes)
  - ✓ Signature, date and time
- ☐ **Assign** an appropriate admission status? (inpatient, observation, etc.)
- ☐ **Document** pressure ulcers presence at admission?
- ☐ **Complete** a Post-Operative Progress Note immediately following procedure?
- ☐ **Dictate** Operative Report within 24 hours of procedure?
- ☐ **Complete** a Discharge Summary?

### Required Elements of History & Physical (H&P)

1. Chief complaint
2. Details of the present illness (including when appropriate, assessment of the patient’s emotional, behavioral and social status)
3. Relevant past, social, and family history
4. Inventory of body systems (including mental status)
5. Current physical examination
6. Allergies/Medications/ Dosage/Reactions
7. Conclusions, impressions drawn from admission history and physical examination
8. Plan of action
9. Dated, ***timed***, and signed within 24 hours of admission and prior to a procedure
10. Updated if completed within 30 days prior to admission

### Required Elements of a Post-Operative Note

1. Postoperative diagnosis
2. Name of primary surgeon and any assistants
3. Procedure performed
4. Description of findings
5. **Specimens removed\***
6. **Estimated blood loss\***
7. Dated, ***timed***, and signed immediately following a procedure

*\* Frequently omitted*

### Required Elements of an Operative Report

1. Preoperative diagnosis
2. Postoperative diagnosis
3. Name of the primary surgeon and any assistants
4. Technical procedures used
5. Description of the findings
6. **Specimens removed\***
7. **Estimated blood loss\***
8. Condition of the patient at conclusion of the operation
9. Completed within 24 hours of procedure, dated, ***timed*** and signed

*\* Frequently omitted*

### Required Elements of Discharge Summary

1. Provisional diagnosis or reason(s) for admission
2. Principal and additional or associated diagnoses
3. All relevant diagnoses established by the time of discharge
4. Significant findings
5. Procedures performed and treatment rendered
6. Condition, **and disposition\*, of the patient on discharge**
7. Specific instructions given to the patient and/or family (especially relating to the physical activity, diet, medications, & follow-up care)
8. Dictated at time of discharge, dated, ***timed***, and signed

*\* Frequently omitted*

