

DOCUMENTATION PRO-TIPS

Strike Throughs/Late Entry

Use a single line to Strike Through an error, then initial and write word "error"

Everything is being watched!

- Don't enter other patient's charts
- Don't document lazily
- Follow policies
- Everything is time stamped
 - Don't chart in advance
 - Don't chart under someone else's name
 - Don't change someone else's charting

Nursing Narrative

Paint a picture that can't be documented somewhere else and be objective, using quotes to record what the patient says

Double documentation

If charting is complete elsewhere, do **not** document in narrative since it can cause charting errors

Review charting at end of shift

Keep a checklist of what you need to document if necessary, and create a routine

Sacrificing care for documentation

- Delegate care to other providers
- Ask for help!
- Find ways to take notes
 - Use silk/paper/cloth tape to take notes on
 - Utilize the dry erase board in the room