COHESIVE HEALTHCARE MANAGEMENT & CONSULTING **Mangum Regional Medical Center**			
TITLE		POLICY	
Timeliness of Services and Documentation		**500**	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
Rehabilitation			
DEPARTMENT	REFERENCE		
Rehabilitation Services			

SCOPE: All professional rehabilitation staff members serving at Mangum Regional Medical Center.

PURPOSE: To describe and maintain the Rehabilitation Services' policy and procedure for the timeliness of completion of professional services and documentation rendered to patients.

POLICY:
Evaluation, documentation and discharge summaries will be completed within a specific time frame.

PROCEDURE:
1.   Evaluations shall be initiated upon referral as follows:
    a.   Inpatient and hospital based skilled nursing facility: within seventy-two (72) hours excluding date of admit, holidays and weekends.
    b.   Outpatient: within one week.
2.   Written evaluation/Plan of Treatment are placed in the patient chart within twenty-four (24) hours of evaluation completion.
3.   Daily treatments will be documented and completed by the end of each day.
4.   Progress notes are completed every 10th treatment by the registered, evaluating, and supervising therapist of record. They should contain objective, measurable and functional information. These notes are to be written comparatively. Comparisons of previous treatment period and/or baseline date must be present in the body of each note on approved form/format.
5.   Discharge summaries are to be completed within seventy-two (72) hours of discharge or discontinuation of therapy services. The discharge summary is completed on the approved form/format.
6.   Documentation is kept in the medical record.
7.   Interdisciplinary Care Plans are written for each patient utilizing the facility form for interdisciplinary care planning. These care plans are written at the time of the initial

evaluation and updated as the condition of the patient warrants it, or therapy is discontinued.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change