

PORT ALISON HOSPITAL

CLINICAL PRACTICE POLICY

Policy Number:	CPG-2024-001
Effective Date:	01/01/2024
Review Date:	01/01/2025
Department:	Clinical Operations

PURPOSE:

This policy establishes guidelines for clinical documentation standards to ensure quality patient care and regulatory compliance.

SCOPE:

This policy applies to all clinical staff, including physicians, nurses, and allied health professionals providing patient care services.

POLICY:

- All clinical encounters must be documented within 24 hours
- Documentation must include patient assessment, diagnosis, and treatment plan
- All entries must be signed and dated by the responsible provider
- Abbreviations must conform to the approved abbreviation list
- Late entries must be clearly identified as such

PROCEDURE:

A. Documentation Requirements

- Chief complaint
- History of present illness
- Review of systems
- Physical examination findings
- Assessment and diagnosis
- Treatment plan

B. Quality Assurance

- Random chart audits conducted quarterly
- Feedback provided to clinical staff
- Corrective action plans for deficiencies

Port Alison Hospital
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Policy Review Committee
Approved: 11/18/2025