



Provincial Health Services Authority

# Physician Documentation for Hospital In-Patients Policy

## Summary of Changes

	NEW	Previous
BC Cancer		HIM 060-IV-30 - Physician Documentation for Hospital In Patients – last approved on March 2, 2013

Released:	29/Oct/2018	Next Review:	24/Jul/2021	
				Page 1 of 5

This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.

# Physician Documentation for Hospital In-Patients Policy

## 1. Introduction

### 1.1 Purpose

1.1.1. To provide a policy to guide physicians about what documentation is required for Hospital In- patients.

### 1.2 Scope

1.2.1. The Medical Staff Professional Rules and Regulations will determine the specific policy requirements for documentation.

## 2.0 Policy

2.1. A History and Physical will be performed and recorded within 24 hours of admission.

2.2. The written record must be sufficient to substantiate the rationale of hospital admission, and the treatment prescribed.

2.3. The Progress Notes will record all investigational findings, treatment plans and changes of clinical status and will be appended daily.

2.4. A Discharge Summary will be dictated within 24 hours of discharge (whenever possible), and must be completed within 2 days.

## 3.0 Responsibilities and Compliance

The patient's attending physician will be responsible for documentation and may delegate this responsibility to the medical trainees under supervision, or Clinical Practitioners in oncology.

Anyone admitting a patient is required to comply with this policy.

## 4.0 References

[H:\EVERYONE\MedicalStaff\Policy Reference Documents\MEDICAL STAFF RULES\\_PHSA\\_BD \(Feb 5.09\).pdf](H:\EVERYONE\MedicalStaff\Policy Reference Documents\MEDICAL STAFF RULES_PHSA_BD (Feb 5.09).pdf)

Released:	29/Oct/2018	Next Review:	24/Jul/2018	
				Page 2 of 3

# Physician Documentation for Hospital In-Patients Policy

**\*\*Last page of document\*\***

<b>First Issued:</b>	last revised Mar 16 13		
<b>Approving Body:</b>	Medical Advisory Committee		
<b>Final Sign Off:</b>	<b>Name</b>	<b>Title</b>	<b>Date Signed</b>
	Dr. Lorna Weir	Chair Medical Advosory Committee	18-10-2018
<b>Developed By:</b>	<b>Name</b>	<b>Dept.</b>	<b>HO</b>
	Clinical Records Committee		
<b>Owner(s):</b>	Clinical Records Committee and Medical Advisory Committee		
<b>Posted Date:</b>	29-10-2018		
<b>Version:</b>			
<b>Revision:</b>	<b>Name of Reviser</b>	<b>Description</b>	<b>Date</b>
	Clinical Records Committee		24-07-2018