

Documentation Type	Completion Requirement
Emergency Dept. Note	Within 24 hours of operation or procedure
History & Physical	Within <u>24 hours of admission or placement in observation status</u>
	Within 30 days prior to admission, placement of observation status, procedure or operation, <u>provided an update noting changes in patient condition is completed within 24 hours of admission</u>
	Prior to any operation or procedure
Discharge Summary	Brief: Time of discharge Narrative: Within 3 days of discharge (also for observation encounters)
Progress Note	At least daily
Consult Note	Within 24 hours
Operative /Procedural Note	Within 24 hours of procedure or surgery
Immediate Post Op Note	<u>Immediately after</u> procedure or operation and before patient moves to another area of care (out of PACU)
Inpatient Death Note	Pronouncement & document <u>within 2 hours</u> of notification *Note: Discharge Summary also required
Outpatient Encounter	Within 4 business days (however, best practice is to complete the outpatient encounter at the time of service) *Outpatient encounter includes: intake screening & assessment, patient summary, clinic visit note, medication reconciliation, order, procedure note, or clinical summary

**\*\* Reminder: Documentation is considered delinquent if it is still incomplete more than 14 days from the encounter. \*\***

#### References:

- [VUMC Medical Staff Rules and Regulations](#)
- [Documentation Standards in the Medical Record](#)
- [Documentation Standards for Providers](#)
- [VUMC Medical Staff Bylaws](#)