Do's & Don'ts of Documentation



PATIENT FILE

Documentation best practices are key for nursing professionals to know to help protect your career from accusations of malpractice and to prioritize patient safety. This insightful infographic outlines top dos and don'ts of documentation to increase your risk management knowledge and workplace safety. Take a look!

Before entering anything, ensure the correct chart is being used

Ensure all documentation reflects the nursing process and the full extent of a nurse's professional capabilities

Always use complete descriptions

Chart the time medication was administered, the administration route, and the patient response

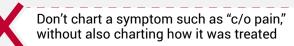
Chart precautions or any preventative measures taken

Record any phone call to a physician, including the exact time, message, and response

Always document often enough and with enough detail to tell the entire story



Other charting do's include: Always detail the time and date of entry when making late chart updates and consistently notate patient refusal of medication or other treatment.



Never alter a patient's record – that is a criminal offense



Don't use shorthand or abbreviations that aren't widely accepted



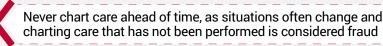
Don't write imprecise descriptions, such as "bed soaked" or "a large amount"



Don't chart excuses, such as "Medication not administered because it wasn't available"



Avoid charting what someone else said, heard, felt, or experienced unless the information is critical





Looking for more risk management tips & insights?

SIGN UP for our monthly newsletter to receive more articles and case studies!

Or, if you're ready to take the next step for your career and secure malpractice insurance, get a **QUICK QUOTE** today!

Disclaimer: The information offered within this infographic reflects general principles only and does not constitute legal advice by Nurses Service Organization (NSO) or establish appropriate or acceptable standards of professional conduct. Readers should consult with an attorney if they have specific concerns. Neither Affinity Insurance Services, Inc. nor NSO assumes any liability for how this information is applied in practice or for the accuracy of this information. Please note that Internet hyperlinks cited herein are active as of the date of publication but may be subject to change or discontinuation.