

Revive Harmony Children's Hospital

Policy #: 0037327

Effective Date: October 1, 2023

Revised: October 1, 2023

Documentation

Purpose:

The purpose of this policy is to provide clear and consistent guidelines for documenting therapeutic interventions and outcomes to ensure continuity and quality of care.

Scope:

This policy applies to all therapeutic documentation carried out by RT staff within Revive Harmony Children's Hospital.

Responsible Party:

Revive Harmony Children's Hospital Administration and Staff

Attachments:

Documentation Inventory

- I. At Revive Harmony Children's Hospital, the documentation procedure for the recreational therapy department is designed to ensure accurate and efficient patient care. Upon initiation of therapy, the therapist is required to create a patient file in the hospital's secure electronic health record system. This file must include the patient's demographic information, medical history, and initial assessment findings. Each therapy session must be documented within 24 hours, detailing the activities undertaken, patient responses, and any observable progress or setbacks. Additionally, any modifications to the treatment plan should be recorded promptly, citing reasons and expected outcomes.
 - a. Documentation Procedures
 - i. RT therapists will record therapy sessions promptly and accurately within 24 hours of service delivery and include date, time, participant information, type of therapy, and outcomes.
 - ii. Confidentiality will safeguard participant information in compliance with hospital privacy policies and store documentation securely in approved electronic health records system.
 - iii. For progress notes, RT's will use standardized forms for documenting progress including participant responses, modifications made, and goals achieved. Additionally, update progress notes at least weekly or per session for high-frequency treatments.
 - iv. RT's conduct quarterly audits of documentation to ensure compliance and accuracy and address any discrepancies and provide staff training where necessary to enhance documentation processes.