

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Health Information Management

Policy Number: HHS-ADM-HIM 3410

Policy Title: Documentation of Patient/Client Encounters


Attachments: None

Revision History: 1/2021

Revised by/Date: Diane Neal, Mark Watters, Jenna Kuduk, 9/2021

Approved by: 
Jan Manary, Executive Director of HHS

Date:
9.27.2021

Approved by: 
Nicole Anderson, Commissioner of HHS

Date:
9-30-2021


POLICY STATEMENT: Accurate and timely documentation reflects quality and efficiency, and supports accurate billing processes.

PURPOSE: To support timely documentation of patient/client encounters to enhance the continuity of care and optimize care delivered.

DEFINITION: To establish understanding of “timely.” For the purposes of quality and efficiency timely is held out to mean same day documentation.

PROCEDURE:

1. All encounters will be completed the day of the encounter.
2. If unable to complete documentation on the day of the encounter the maximum time allowed is within 72 hours from the day in which the encounter occurred.
3. Any encounter that is part of multiple visits and/or a report must be documented and state, “encounter with report to follow.”
4. Repeated failure to meet these standards may result in disciplinary action.

Internal and/or External References	
Compliance - Posting Date	9/30/2021 
Replaces – Policy Number	HHS-4110-HIM Completion of EHR Notes
Next Review - Due Date	