

Documentation for Acute Care

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Chapter 1 Clinical Documentation and the Healthcare Delivery System

Learning Objectives

Terminology

Introduction

Modern Healthcare Delivery

Healthcare Providers and Facilities

Healthcare Services

Trends in Healthcare Delivery

Hospital-Based Services

Continuum of Care

Primary Care

Secondary Care

Tertiary Care

Medical Necessity

Modern Reimbursement Systems

Retrospective Reimbursement

Traditional Fee for Service

Managed Fee for Service

Prospective Reimbursement

Private Managed Care Plans

Federal Prospective Payment Systems

Payment for Acute Care Services

Government-Sponsored Health Programs

Medicare

Medicare Part A

Medicare Part B

Medicare Part C

Medicaid

TRICARE

CHAMPVA

Indian Health Services

Workers' Compensation

Local and State Governments

Commercial Insurance Plans

Managed Care Plans

Clinical Documentation and the Health Record

Definition of the Health Record

Uses of the Health Record

Trends in Health Record Documentation

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Chapter 2 **Functions of the Health Record in Acute Care Settings**

Learning Objectives

Terminology

Introduction

Primary Functions of the Acute Care Record

 Patient Care Delivery

 Documentation of Care and Treatment

 Communication among Caregivers

 Continuity of Clinical Services

 Patient Care Management

 Billing and Reimbursement

 Diagnostic and Procedural Coding

 Documentation of Medical Necessity

 Billing and Claims

Secondary Functions of the Acute Care Record

 Regulation and Accreditation

 Quality and Performance Improvement

 Continuous Performance Improvement

 Utilization Management

 Risk Management

 Biomedical Research

 Education

 Morbidity and Mortality Reporting

 Healthcare Delivery System Management

Users of the Health Record

 Patient-Identified Health Record Information

 Clinicians and Patient Support Staff

 Physicians, Psychologists, and Dentists

 Nurses and Physician's Assistants

 Allied Health Professionals

 Pharmacists

 Laboratory and Radiology Technologists

 Dietitians

 Social Workers

 Students in Clinical Training Programs

 Patients and Families

 Healthcare Services Managers

 Clinical Managers

 Clinical Support Services Managers

 Privacy and Security Managers

 Quality/Performance Improvement Managers

 Health Records Managers

 Risk Managers

 Utilization Managers

 Admitting, Coding, and Billing Staff

 Employers and Third-Party Payers

 Quality Improvement Organizations

 Legal Representatives and Lawyers

 Aggregate Health Record Information

 Healthcare Administrators

 Executive Managers

 Board of Directors

 Financial Managers

 Licensing Agencies

 Accreditation Organizations

 Government Policy Makers

 Public Health Administrators

 Healthcare Services Researchers

 Biomedical Researchers

 Health Sciences Media

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Chapter 3 Content of the Acute Care Record

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Administrative and Demographic Information

Admitting and Registration Information

Consents to Treatment

General Consents

Consents for Special Procedures

Advance Directives and Living Wills

Acknowledgment of Patient's Rights Information

Property and Valuables List

Birth and Death Certificates

Consent to Use or Disclosure of Protected Health Information

Clinical Information

Medical History

Report of Physical Examination

Diagnostic and Therapeutic Orders

Authentication Requirements

Blood Bank Information

Special Orders

Discharge Orders

Clinical Observations

Physician Services

Progress Notes

Consultation Reports

Nursing Services

Nursing Assessments

Care Plans

Progress Notes

Medication Records

Flow Charts

Transfer Records

Ancillary Services

Laboratory Reports

Radiology Reports

Rehabilitation-Related Documentation

Other Diagnostic Documentation

Nutritional Care Plans

Surgical Services

Consents for Surgery

Preoperative History and Physical Reports

Preoperative Anesthesia Evaluations

Advanced Directives

Intraoperative Anesthesia Records

Postoperative Anesthesia Records

Postoperative Progress Notes

Operative Reports

Pathology Reports

Discharge Information

Implant Information

Transplantation Information

Organ Donation Information

Discharge Summaries

Specialty Care Documentation

Obstetrical Care

Neonatal Care

Observation Services

Inpatient Psychiatric Care

Rehabilitation Services

Nuclear Medicine

Outpatient Services Provided in Acute Care Facilities

Emergency and Trauma Care

Ambulatory Surgery

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Uniform Hospital Discharge Data Set

Uniform Ambulatory Care Data Set

Data Elements for Emergency Department Systems

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 Problem-Oriented Health Records

 Integrated Health Records

Format of the Electronic Health Record

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Organization of the Acute Care Record

 Admission Records

 Demographic Information and Patient Identifiers

 Consents and Authorizations

 Records of Nursing Care

 Records of Diagnostic Procedures

 Records of Therapeutic Procedures

 Discharge Summaries

Standardization of Forms

Standardization of Abbreviations

Authorized Creators of Clinical Documentation

 Medical Staff

 Nursing Staff

 Ancillary Staff

 Others

Authentication of Entries

 In Paper-Based Health Records

 In Electronic Health Records

Corrections in Clinical Documentation

Inclusion of Other Documents in the Acute Care Record

 Copies of Health Records from Outside Providers

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Management of Incomplete Records

Data Quality Management

 Quantitative Analysis

 Qualitative Analysis

 Ongoing Record Review

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Image Processing and Storage Technology

Data Capture Technology

Text Processing Technology

Data Retrieval Technology

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Clinical Vocabulary Standards

Identifier Standards

Privacy and Security Standards

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Security and Privacy Issues

Maintenance Issues

Value Issues

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Strategic Considerations

Design Considerations

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Document Identification Technology

Document Retrieval Technology

Document Content Management Technology

Report Management Technology

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Health Information Management Department Considerations

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Key Roles and Responsibilities

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Project Charter and Scope

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Chart Analysis and Completion

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Retention of the Health Record

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State and Local Licensure Requirements

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Health Insurance Portability and Accountability Act

Privacy Rule

Security Rule

Administrative Requirements

Special Protection Requirements

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Records of Addiction Treatment

Records of HIV/AIDS Diagnosis and Treatment

Accreditation Standards for Acute Care Hospitals

Joint Commission on Accreditation of Healthcare Organizations

American Osteopathic Association

Commission on Accreditation of Rehabilitation Facilities

National Committee for Quality Assurance

Medical Staff Appointments and Privileges

Credentialing Process

Privileging Process

Professional Liability

Hospital Liability

Risk Management

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