



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: CONTENT OF PROGRESS NOTES

Policy No.: 517
Supersedes: May 1985
Revision Date: July 2022
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PURPOSE

To outline content of progress notes.

POLICY

Progress notes will be recorded in the Medical Record to document progress for patients who are seen by a speech pathologist on an ongoing basis for a communication and/or dysphagia treatment program.

PROCEDURES

1. Progress notes are written every seven days for inpatients and every 10 visits for outpatients. In addition to all required fields, all notes will contain: For inpatients, the interdisciplinary care team note will serve as the progress note.
 - a. The time the session started (in military time)
 - b. Progress towards short term goals and if indicated, factors interfering with achievement of goals
 - c. Plans or recommendations, as appropriate
 - d. Patient and/or caregiver education
 - e. Audiological status (may include date and results of evaluation, use of assistive listening device, etc.)
 - f. Procedure code(s) for services provided on the date of the session

EFFECTIVE DATE: May 1985

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES

REVIEWED: July 2022

Signature(s) on File.