



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF PEDIATRICS POLICY AND PROCEDURE

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**SUBJECT: MEDICAL RECORDS DOCUMENTATION**

**Policy No.: P146**  
**Supersedes: 12/2019**  
**Revision Date: 02/2023**  
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### PURPOSE:

To communicate DHS medical records documentation standards and requirements.

### PROCEDURE:

1. The Department of Pediatrics utilize the hospital's electronic health record (EHR) system for all documentation pertaining to the patient.
2. The Department of Pediatrics adheres to the hospital Administrative Policy A326 Medical Records Documentation Standards.
3. In addition, an interdisciplinary team conference is conducted within the first week of patient admission where the patient and team's goals and estimated length of stay is outlined. The summary of the team discussion will be documented in EHR. The weekly team conference reviews the patient's progress or barriers toward achieving the goals and documented in EHR.
4. Progress notes are completed daily.
5. Any other documentation not included in the EHR system will be filed in the unit chart and will be sent to Medical Records when the patient discharge.

**REFERENCES: DHS Policy #390.1**  
**Rancho Administrative Policy A326**

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