



## GUIDELINE

### Medical Documentation

<b>Scope (Staff):</b>	All Emergency Department Clinicians
<b>Scope (Area):</b>	Emergency Department

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# Medical Documentation

## Policy

### Policy or procedure

### Documentation

Minimum expectations of medical documentation include the following:

- Accurate, legible, contemporaneous and complete
- The importance lies in patient care, communication and potential medico-legal issues
- All ED notes should have a patient label, medical doctor's name and designation, date and time, signature, clinical diagnosis and plan

Notes are audited regularly in our Emergency Department.

Instead of hand writing notes, you can type your notes using the following templates:

- [ED Medical Assessment Template](#)
- [ED Medical Progress Notes Template](#)

In trauma and resuscitation cases it can be difficult to maintain documentation when patient care is a priority. This should be done in a contemporaneous manner, and updated regularly as more information or findings arise. Completion of the full documentation should be done at the earliest possible opportunity. As it is in these cases that patient history, communication and medico-legal issues can become paramount.

## Documentation In A Resuscitation

- In PMH Emergency Department, use the Emergency Resuscitation Form for documentation (MR301.05 - with an orange border, located in the Resuscitation Bay)
- It is essential to place a patient sticker on the front and back of the form
- Write clearly your name and designation at the top, and sign the bottom, and document all staff present at the resuscitation
- Further notes can be made on the [ED Medical Progress Notes Template](#) or Clinical Progress Notes if required
- Discussions with medical specialities should be documented, timed, dated and signed, and contain the name and title of the Speciality Doctor

## Documentation In A Trauma

- In PMH Emergency Department, use the ED Major Trauma Form (MR301.04 - an A3 folded sheet located in the Resuscitation Bay)

## Communication and paperwork

[ED Medical Assessment Template](#)

[ED Medical Progress Notes Template](#)


## More

## Tags

doctor, document, documentation, information, medical, medico-legal, notes, patient

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File Path:			
Document Owner:	Dr Meredith Borland HoD, PMH Emergency Department		
Reviewer / Team:	Kids Health WA Guidelines Team		
Date First Issued:	26 February, 2014	Version:	
Last Reviewed:	26 February, 2014	Review Date:	26 February, 2017
Approved by:	Dr Meredith Borland	Date:	26 February, 2014

Endorsed by:	Medical Advisory Committee	Date:	26 February, 2014
Standards Applicable:	NSQHS Standards: 		
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