

OKLAHOMA DEPARTMENT OF CORRECTIONS INFIRMARY CHECKLIST

OBSERVATION

- Is there an order for observation status completed within one working day?
- Is there an order to discharge at the end of 72 hours or is the offender admitted to the infirmary or hospital?
- Is there minimum documentation to include an Observation Status Daily note by a QHCP and daily vital signs?
- If Observation exceeds 72 hours, there is documentation of CMO approval?

DOCUMENTATION REQUIREMENTS FOR ADMISSION - PROVIDER

- Admission orders within one working day for admission to include:
 - Diagnosis
 - Medication List (located under "Medications" in EHR)
 - Diet
 - Activity Restrictions
 - Vital Signs
- Is the "**Provider H & P Admission Assessment**" completed within 1 working day to include a PE?
- Daily entry for an acute health needs ("**Providers Assessment Note**"). (Per provider's discretion)
- Frequency for charting shall not be less than monthly ("**Providers Assessment Note**").
- Is there an order to discharge (order must be written in the order section; not in the note).
- "**Provider Discharge Summary**" completed within 3 working days to include:
 - Admission & Discharge Diagnosis
 - Brief History Including Chief Complaint
 - Essential Physical Findings
 - All Diagnostic Test
 - Medication List (located under "Medications" in EHR)
 - Brief Summary of Care
 - Follow-Up

DOCUMENTATION REQUIREMENTS FOR ADMISSION – NURSING

- Is the "**RN Assessment and Healthcare Plan**" completed within one working day?
- Is the "**RN Daily Shift Assessment**" completed every 24 hours?
- Is the "**Healthcare Plan**" updated PRN?
- Vital signs obtained and documented per orders?
- "**RN/LPN Shift Note**" completed for the remaining shifts?
- If an offender is transferred to an Outside Hospital the "**Transfer to Hospital**" form is completed within working day?
- When an offender returns to the facility from an Outside Hospital the "**Post Hospitalization Assessment**" form is completed within one working day?

DOCUMENTATION REQUIREMENTS FOR CONVALESCENT CARE STATUS

- Is the "**Provider H & P Admission Assessment**" completed within 1 working day to include a PE?
- Is there an order for convalescent care status within one working day?
- Is there an order to discharge upon release from convalescent care status?
- Is there minimum documentation to include a daily progress note by a QHCP?