



Timely Note Completion Procedure

PURPOSE

To establish a standard procedure to ensure that all clinical notes are completed in a timely manner.

GENERAL

Timely note completion is a key component of providing quality clinical care. Because accuracy of documentation is highest on the day of the visit, completing notes in a timely manner is critical. Additionally, timely completion allows for improved care coordination, referral management, and billing. Lastly, timely completion is a component of risk management and compliance with HRSA and Joint Commission standards.

This procedure applies to all clinical staff.

PROCEDURE

- I. All notes should be completed within 24 hours of the client's visit. For visits in the outreach/field setting the note should be completed within 48 hours.
- II. If the note is not completed within three (3) business days of the client's visit, the note is considered late.
- III. If the note is not completed within six (6) business days of the client's visit, the note is considered delinquent.
- IV. For the purposes of this procedure, business days are Monday – Friday.
- V. If a provider has six (6) or more late notes, or two (2) or more delinquent notes within the same month, a corrective action plan will be initiated to address the issue before progressive disciplinary action is taken.

VI. ANNUAL REVIEW

This and all other Agency policies will be reviewed annually, or as deemed necessary based on Agency need and to remain compliant with federal, state and local laws and regulations.

Signed by:
Position:
Date:
Reviewed Annually