



## CLINICAL RECORDS

---

**POLICY:** The purpose of this policy is to remain in compliance with NHM standards with patient charting.

**PROCEDURE:**

When documenting in patient records the following must not occur:

- Cut, Copy, and Paste option is not to be used
- A 'Placeholder' is not to be used in clinical note
- Charting must be completed bedside
- Syncing must occur daily
- Charts are not to be altered by another clinician

*NOTE: Any violations of this policy will result in disciplinary action up to and including termination.*

I understand and will comply with this policy.

**Acknowledgement:**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date