

## Checklist: Recording Care Provided in a Timely Manner

Recording Care Provided in a Timely Manner	Able to Perform	Unable to Perform
1. Perform hand hygiene if documentation occurs after direct patient care.	<input type="checkbox"/>	<input type="checkbox"/>
2. Review facility policy and documentation requirements before recording care.	<input type="checkbox"/>	<input type="checkbox"/>
3. Document care as soon as possible after the procedure or patient interaction to ensure accuracy and completeness.	<input type="checkbox"/>	<input type="checkbox"/>
4. Record only care and observations personally performed or witnessed.	<input type="checkbox"/>	<input type="checkbox"/>
5. Use approved documentation methods, forms, or electronic health record systems according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify the correct patient record before entering information.	<input type="checkbox"/>	<input type="checkbox"/>
7. Record the date and time care was provided according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
8. Document the specific care or procedure completed accurately and objectively.	<input type="checkbox"/>	<input type="checkbox"/>
9. Include relevant patient observations such as behavior, condition, pain level, intake/output, skin condition, mobility, or response to care as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
10. Record the level of assistance provided and any assistive devices or equipment used when applicable.	<input type="checkbox"/>	<input type="checkbox"/>
11. Document patient refusals, difficulties encountered, or inability to complete care if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
12. Report abnormal findings, significant changes, or patient concerns promptly to the supervising nurse according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
13. Use clear, professional, factual, and approved terminology and abbreviations only.	<input type="checkbox"/>	<input type="checkbox"/>
14. Avoid personal opinions, assumptions, or inaccurate statements in documentation.	<input type="checkbox"/>	<input type="checkbox"/>
15. Correct documentation errors according to facility policy without obscuring original entries.	<input type="checkbox"/>	<input type="checkbox"/>
16. Protect patient confidentiality and follow HIPAA and facility privacy requirements during documentation.	<input type="checkbox"/>	<input type="checkbox"/>
17. Ensure electronic records are securely logged off after documentation is completed.	<input type="checkbox"/>	<input type="checkbox"/>
18. Perform hand hygiene after completing documentation if additional patient care will occur.	<input type="checkbox"/>	<input type="checkbox"/>