**PURPOSE**

To establish Ohio Living’s requirement for timely documentation.

**POLICY**

Documentation reflects the clinical assessment, observation and implementation of the plan of care. Documentation will be accurate, individualized and recorded according to practice standards.

**PROCEDURE**

1. All clinical staff will synch devices at the start of their work day and after each patient visit.
   1. It is required that devices be synched every 2 hours throughout the day for updated information.
2. Start and resumption of care documentation will be:
   1. Completed and synched by midnight the of the admission visit if the visit was *before* 4 PM.
   2. Completed and synched by noon the day after the admission visit if the visit was *after* 4 PM.
3. All other clinical documentation should be done at the patient visit or immediately thereafter and not later than the end of the work day.
   1. All on call visit documentation should be completed and synched during the visit or immediately thereafter.
   2. The clinical team leader must be notified if the documentation cannot be completed.