**Policy**

Notification of changes will be completed and documented.

# **Procedure**

1. **Immediate notification** of the resident, the resident's representative, and consultation with the resident's physician will be completed for the following
   1. An accident involving the resident which results in injury and has the potential for requiring physician intervention.
   2. A significant change in the resident's physical, mental, or psychosocial status (i.e. deterioration in health, mental, or psychosocial status in either life-threatening conditions or clinical complications).
   3. A need to alter treatments significantly (i.e., a need to discontinue an existing form of treatment due to adverse consequences, or to commence a new form of treatment); or
   4. A decision to transfer or discharge the resident from the facility.
2. **Prompt notification** of the resident, the resident's representative will be completed for the following situations:
3. A change in room or roommate assignment
4. A change in resident rights
5. Family notification will be completed for the following situations:
6. Restraint/ device use
7. Injuries of unknown origin, such as skin tears or bruises
8. Record and periodically update the address and phone number of the resident' legal representative or interested family member.
9. Notifications will be documented in the medical record, incident report, or other official document.
10. The facility will respect the resident's right to privacy. A resident may request that he/she wishes to exercise this right and not have family members notified of changes in condition. Notifications will not be made when a resident requests this right to privacy.