

OKLAHOMA DEPARTMENT of CORRECTIONS INFIRMARY CHECKLIST

OBSERVATION

- Is there an order for observation status completed within one working day?
- Is there an order to discharge at the end of 72 hours?
- Is the inmate admitted to the infirmary or hospital?
- Is there minimum documentation to include an Observation Status Daily note by a QHCP and daily vital signs?
- If observation exceeds 72 hours, is there documentation of CMO approval?

DOCUMENTATION REQUIREMENTS FOR ADMISSION — PROVIDER

- Admission orders within one working day for admission to include:
 - Diagnosis
 - Medication List (located under “Medications” in EHR)
 - Diet
 - Activity Restrictions
 - Vital Signs
- Is the “**Infirmary/Convalescent H & P Admission Assessment**” (DOC 140119D) completed within one working day to include a PE?
- Daily entry for an acute health needs (“**Provider Assessment Note**,” located in EHR). (Per provider’s discretion)
- Frequency for charting shall not be less than monthly (“**Provider Assessment Note**,” located in EHR).
- Is there an order to discharge (order will be written in the order section, not in the note)?
- Is the “**Infirmary Discharge Summary**” (DOC 140119C) completed within three working days (to include)?
 - Admission and discharge diagnosis
 - Brief history including chief complaint
 - Essential physical findings
 - All diagnostic test
 - Medication list (located under “Medications” in EHR)
 - Brief summary of care
 - Follow-up

DOCUMENTATION REQUIREMENTS FOR ADMISSION — NURSING

- Is the “**RN Assessment and Healthcare Plan**” completed within one working day?
- Is the “**RN Daily Shift Assessment**” completed every 24 hours?
- Is the “**RN Admission Assessment and Healthcare Plan**” updated PRN?
- Are vital signs obtained and documented per orders?
- Is the “**RN/LPN Shift Note**” completed for the remaining shifts?
- If an inmate is transferred to an outside hospital, is the “**Transfer to Hospital**” form completed within one working day?
- When an inmate returns to the facility from an outside hospital, is the “**Post Hospitalization/ER/Procedure Assessment**” form completed within one working day?

DOCUMENTATION REQUIREMENTS FOR CONVALESCENT CARE STATUS

- Is the “**Infirmary/Convalescent H & P Admission Assessment**” completed within one working day to include a PE?
- Is there an order for convalescent care status within one working day?
- Is there an order to discharge upon release from convalescent care status?
- Is there minimum documentation to include a daily progress note by a QHCP?