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 Statue 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?