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 must 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?