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| **What To Chart And When To Chart It** |
| **WHAT** | **WHEN** |
| Nursing Admission History and Screening Data | Within 24 hours of admissionMay be collected in a shorter time frame based on the patient’s needs, or condition, or anticipated length of stay (LOS.) |
| In cases where it is not in the best interest of the patient to collect and document the entire data set at the time of admission, the following guidelines are followed |
| Section 1 DataSection 2 DataSection 3 Data | Complete this section during the initial admission period Collect and document data within the first 8 hoursCollect and document data within 24 hours of admissionDo not finalize until complete. Save as Draft & exit |
| Nursing Assessment  | Complete documentation of the nursing assessment should be initiated as soon as possible at admission and/or:1. The beginning of a shift
2. When the patient’s location changes
3. When the patient’s clinical condition changes
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