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<th>Document Type</th>
<th>Timing Requirements</th>
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| SIGNATURES          | The author of each entry must be identified and must authenticate and date his/her own entry. The surgeon must sign operative reports. All entries must be authenticated and dated promptly by the person (identified by name and discipline) responsible for ordering, providing or evaluating the service furnished. | 1. Name  
2. Provider (dictation) number, if applicable  
3. Signature  
4. Date signed  
5. Time signed (24-hour clock) |
| HISTORY AND PHYSICAL | H & P must be completed no more than seven days prior to admission or within 24 hours after admission.  
If an H & P was performed in the 30 days prior to admission, it must be updated within the seven days prior to admission or within 24 hours after admission. | 1. Condition(s) responsible for admission  
2. Additional conditions/diagnoses under medical treatment  
3. History of present illness  
4. Social and family history  
5. Review of systems  
6. Past medical & surgical history  
7. Diagnostic and treatment plan |
| VERBAL ORDERS       | Orders must be signed within 48 hours by the prescribing practitioner or by the attending or covering physician on an infrequent basis (see SHC/LPCH Physician Order Policy). | All verbal orders shall be promptly written in the record by the person receiving the order, and shall indicate the date, time, content of order, a VO designation, name and dictation number of ordering MD, and name & title of receiving individual. Verbal orders must be countersigned within 48 hours. |
| OPERATIVE REPORTS   | 1. A handwritten operative note on the Procedure-Operative Report (red-bordered form) must be placed in the medical record immediately after surgery.  
2. In addition, an operative report must be dictated for transcription within 24 hours after surgery. | The report should contain:  
1. Pre-op diagnosis/diagnoses  
2. Post-op diagnosis/diagnoses  
3. Operations performed  
4. Principal surgeon, assistant surgeons, type of anesthesia administered  
5. Intra-operative findings  
6. Description of the procedures performed  
7. Intra-operative complications, if any |