

Orientation Packet
Section III
Electronic Documentation

Abundant Life Home Health Agency Orientation Packet Section III

Alora Policies

Notes will not be acceptable if they do not meet our Agency's standards. Please review the list below, so that you can ensure your notes are in compliance.

Acceptable Nurse Notes contain the following:

1. Shift time in & out (found in the assessment portion)
2. Complete Assessment
3. SIGNATURES: you MUST obtain PCG signature for EVERY SHIFT
4. Vitals: AT least 1 set of vitals Q shift, more if POC dictates
5. Intake/Output: A complete record of all the I&O on your shift
6. MAR: A complete and accurate record of medication administration
7. TAR: A complete record of treatments (where applicable)
8. Narratives: Narrative entries must be AT LEAST Q2H, and must describe an accurate account of the nursing skills you've provided during your shift. Please be mindful of the times as you add entries.

- Notes need to be submitted no more than 12 hours after the end of your shift
- Any schedule changes (Call off, starting late/finishing early) need to be reported to the office. All time off requests still need to be submitted to the office, in writing, by the 15th of the previous month.
- CHECK YOUR SCHEDULE. If you see something wrong with your schedule (i.e. missing shifts, extra shifts, wrong times, etc) call the office.

We highly recommend Google Chrome as the browser to use for AloraPlus—it seems to function the best.

For your notes, you can check the output document (the note we receive). You will be able to view a PDF document with everything you've charted for that shift. You can achieve this by: clicking "clinical" tab on the left side of the screen > Skilled nurse note > blue pen icon next to patient name > blue eye symbol next to note you want to view.