

YHC Documentation Protocol

- HIPAA compliant YHC Google Workspace will be used for all charting.
- All medical encounters require patient to sign Privacy Practice Notice, and Consent to Treatment.
- Lock laptops when not actively documenting.
- Don't share passwords with non-medical volunteers or patients.
- Any paper with HPI must be locked in clipboard/cabinets or shredded.
- Paper charts/forms must be scanned into patient's folder in Google Workspace and shredded afterwards.
- Licensed HCP must sign off on all Medical Encounter forms before filing.
- Documents must be kept for 7 years per HIPAA.

Example Documentation:

- Blue = Intake Scribe
- Green = Point of Care Assistant
- Orange = Provider Scribe
- Chart by exception for exam
- Use Pt quotes when possible
- Use ICD 10 code(s) when possible
- Licensed HCP must review & electronically sign **all** medical encounters!

Name: Example Patient	DOB: XX/XX/XXXX	Date: XX/XX/XXXX	Location: Adams County Food Bank
Race: Caucasian	Sex: Male	Gender: he/him/his	LGBTQ+: Y / <u>N</u>
Sleeps: street	Time Homeless: 1yr	Contact #: XXX-XXX-XXXX	Veteran: Y / <u>N</u>
Insurance: n/a	PCP: XX Clinic	Caseworker: n/a	Employed: Y / <u>N</u>
Last PCP: 1yr	Last Dental: 1yr	Last ER: 1yr	# ER < 3 yr: 1
Allergies: NKA			
HPI: pedal blisters, started 1wk ago			
PMHx: no previous medical/surgical hx			
FMHx: Father: T2DM, Mother: UNK, Paternal Grandmother: thyroid CA			
BH Hx: Depression			
Medications: none			
Nicotine: Y / <u>N</u> / F	ETOH: Y / <u>N</u> / F	MJ: Y / <u>N</u> / F	Opioid: Y / <u>N</u> / F
Meth: Y / <u>N</u> / F	Rx: Y / <u>N</u> / F	IVDU: Y / <u>N</u> / F	Other: n/a
Temp °F: 97.5	HR: 88	BP: 128/84	RR: 18 SpO2: 96%
FSBG: 102	Pain #: 2/10	✓ Vax: Flu < 1yr / Tetanus < 10yr / COVID-19 / 2 Hep A / TB test	
Assessment: bilateral pedal blisters, quarter-sized, approximated edges, serous drainage, no s/s infection, physical exam WDL			
Gen: WDL	HEENT: WDL	CV: WDL	Resp: WDL
Skin: blister, see below	GI: WDL	GU: WDL	MSK: WDL
Diagnoses: Blister (nonthermal), unspecified foot, initial encounter (ICD-10-CM: S90. 829A)			
Plan: drain blisters, irrigate w/ NS, apply petroleum jelly (PJ), non-adherent dressing (NAD)			
Edu: keep dressing clean/dry, wash wound with clean water and change NAD w/ PJ every other day, follow up with Stride Clinic in 1wk for reexamination, call 911 if significant swelling, redness, red streaks, yellow pus, fever, no UOP, NVD, pain gets worse.			
Rx: n/a			
Follow-Up: Stride Clinic	Referred: Yes	Supplies: new shoes, wool socks, water bottle, 1wk supply of NAD/PJ	
Signed: Example Student (Credentials); Example Student (Credentials); Example Provider, (Credentials)			