

Progress Notes: Rules & Examples

Information that should be included:

- ***Dr. appointments*** (Information about the visit & what was discussed).
Must also submit a physician appointment form to nursing@amol-idd.com
- ***Outings*** (Where did the client go? What did they do?)
- ***Visits with family or any family interactions*** (over the phone, via video, or in-person). If the client spends the night outside of the home for a family visit, document this in the progress note. You can bill for up to 14 days that the client is sleeping outside of the home but must select the “Active on Leave: checkbox on your service delivery log.
- ***Any incidents that occurred*** (injuries, altercations, property destruction or damage, suicidal ideations, etc). Incidents require an incident report to be completed within 24 hours of the incident. You will mark “Temporary Discharge” for hospitalizations. Billing is not allowed while the client is hospitalized.

Example 1: Today John Doe had a doctor’s appointment. John Doe went to the doctor for an annual physical exam and the doctor reported that John was healthy and did not communicate any concerns. John followed his normal routine today and no incidents or accidents occurred.

Example 2: Today John Doe was taken on an outing to the water park. It was ensured that John wore his sunscreen so that he did not get sunburnt. He swam for about two hours and then returned home. John was tired but he was assisted by following his normal evening routine. No incidents or accidents occurred.

Examples: Jane Doe was fully assisted with her morning, afternoon, and evening routine. She was fully assisted with all activities of daily living. Jane had to be redirected several times to stop her from eloping. This was done by distracting her from the door with her favorite cartoon. Jane was fully assisted throughout the day with toileting and had to be cleaned up due to incontinence four times today. Jane had a fall today and the AMOL nurse was called for assistance with instructions on

what to do next. The nurse recommended taking Jane to the PCP within the next 24 hours to ensure that everything was okay. An incident report was completed and the AMOL Case Manager was informed of the incident. Jane's appointment with the PCP was scheduled for tomorrow at 4:30PM. A physician appointment form will be completed and turned into the AMOL nursing department after the appointment is over.

Example 4: Jane doe is spending the week with her mother. It was reported by Jane's mother that she did well today and that no incidents or accidents occurred.

Example 5: Jane Doe is in the hospital. She was admitted last night at around 2AM. She was transported by ambulance due to having a seizure that lasted for more than 5 minutes. The AMOL nurse was contacted and will be informed immediately after being released. An incident report was completed regarding the incident and discharge paperwork will be turned into AMOL nursing department within 24 hours of Jane's release.