

Charting Practices

- Include date and time on all records.
- Include full employee name and other identifiers (this happens automatically when charting in WHITE.net).
- Protect the confidentiality of other parties. Do not include names or other identifiers of other parties not directly involved in the employee's care without prior consent. If deleting name not pertaining to file replace with "(edit)".
- Initial all documentation. This would include all notes on file.
- Only enter information if you are the individual who had first-hand knowledge of the events or performed the procedure.
- Prevent disposal or obliteration of any records.
- Note documentation errors with revisions without deleting errors.
- Avoid abbreviations or use only universally accepted abbreviations
- Avoid including contradictory information; discrepancies should be discussed and clarified prior to documenting.
- Provide objective rather than subjective information. For example, do not allow personality conflicts between staff to enter into the notes. All events involving the employee should be described as objectively as possible, i.e., simply stating the facts, such as what the employee said or did and surrounding circumstances or response of staff, without using derogatory or judgmental language.
- Document any occurrence that might affect the employee. Only documented information is considered credible in court. Undocumented information is considered questionable since there is no written record of its occurrence.
- Always use current date and time with documentation. For example, if adding a note after the fact, it can be labeled "addendum" and inserted in chronological order of date added, rather than trying to insert the information on the date of the actual occurrence (note: all notes entered into WHITE will automatically be dated, always clarify date if referring to a specific situation being charted after the fact).
- Record actual statements of employees or other individuals in quotes.
- Never leave the chart in an unprotected environment where unauthorized individuals may read or alter the contents (i.e. if printing from WHITE.net, ensure that documentation is properly placed in hard file and behind lock and key. If using WHITE.net and you are required to leave your computer, either log-off WHITE.net or lock your computer).