
CHAPTER 45: PEDIATRIC DAY HEALTH CARE

SECTION 45.5: RECORD KEEPING**PAGE(S) 2**

RECORD KEEPING**Medical Records**

Each beneficiary shall have a medical record developed at the time of acceptance at the pediatric day health care (PDHC) facility and maintained throughout the facility's care of the beneficiary.

The beneficiary's medical record must be signed by authorized personnel and contain at least the following documents:

- Medical plan of treatment and nursing plan of care;
- Referral and admission documents;
- Physician orders;
- Medical history;
- Immunization documentation;
- Medication/treatment administration record;
- Case notes;
- Documentation of nutritional management and diet;
- Documentation of physical, occupational, speech and other therapies;
- Correspondence concerning the beneficiary;
- An order written by the prescribing physician if the beneficiary terminates services with the facility, if applicable; and
- A summary including the reason for termination, if applicable.

CHAPTER 45: PEDIATRIC DAY HEALTH CARE

SECTION 45.5: RECORD KEEPING**PAGE(S) 2**

Personnel Records

Personnel records must be kept in a place, form and system in accordance with appropriate medical and business practices. All records must be available in the facility for inspection by the Louisiana Department of Health during normal business hours.

Additional information on record keeping and disposal of records can be obtained from Chapter One – General Information and Administration of the *Medicaid Services Manual*.