
CHAPTER 45: PEDIATRIC DAY HEALTH CARE

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RECORD KEEPING**Medical Records**

Each recipient 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 recipient.

The recipient'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 recipient;
- An order written by the prescribing physician if the recipient terminates services with the facility, if applicable; and
- A summary including the reason for termination, if applicable.

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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 Department of Health and Hospitals 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*.