

Hospital Template Documentation

Patient Care Documentation

- Identify minimum documentation required for patient care during a pandemic emergency. (Consider minimum documentation for all Level I, II, and III Standard of Care)
 - Essential components
 - Needed for patient management
 - High legal risk if excluded (e.g., pre-operative informed consent documentation)
 - Regulatory requirements that ND could not waive
 - JCAHO requirements
 - Federal requirements
 - Modifications to the essential components and regulatory components that could decrease time spent in documentation
 - Consider decreased frequency of notations required
 - Consider documentation of significant changes in status only
 - Non-essential components that could be waived.
- Identify how changes in documentation expectation will be communicated to staff. (Reference other areas of the plan if already described in other sections)
- Describe how/when documentation expectations return to normal.
- Describe back up system for any electronic medical records
 - Identify and stock (or be prepared to print) paper forms

Disaster Documentation

- Describe documentation of the decision making process regarding the hospitals response to the emergency. (Utilization of the HICS provides for documentation of this process.)
- Describe the minimum documentation required for patient billing
 - Medical services
 - Medical supplies and pharmaceuticals consumed
- Describe documentation of ethical decisions such as allocation of scarce resources such as:
 - Supplies and Equipment (ventilators, ICU beds, IV solutions, etc.)
 - Patients admitted based on medical need vs. social status, ability to pay, personal connections. Documentation in the medical record at time of admission should clearly identify the medical need.
 - Describe any ethical review process to assure fair and equitable access to healthcare or to assist with decision making.
- Describe documentation of disaster related expenditures for FEMA reimbursement. (Utilizing HICS places this responsibility in the Finance/Admin Section.)

State Reporting and data systems

- Describe the hospital's role in use of HC Standard to document and communicate need for resources. (May already be partially addressed in the communications section of this plan.)
- Describe the hospital's plan for participation with the state wide patient tracking system and the hospitals internal plan for patient tracking with in the facility. (May already be partially addressed in the mass fatality section of this plan.)
- Describe the hospital's plan for surveillance and reporting suspected and confirmed reportable disease cases to ND Dept of Health, Disease Control. (May already be included in your Infection Control Section of this plan.)

If some portions of this section have already been addressed in other sections of the plan, it is not necessary to repeat the language of the plan; however you should reference the appropriate sections that are applicable here.