



Human Development Center, Inc.

The Human Development Center, Inc. Policy & Procedure	Policy#PN100	
<input checked="" type="checkbox"/> Milw County <input type="checkbox"/> T19	Effective Date: 01/02/2009	Subject: Progress Note Entry

I. POLICY

It is the policy of The Human Development Center, Inc to adhere to best practices. In so doing, the development of this policy is to ensure employees are able to recall factually the content of services provided as well as to adhere to the Crisis Stabilization/Observation Expectations which state that progress notes should be entered within 24-48 hours. Thus, it is required and expected that employees enter progress notes with 24-48 hours unless the employee is medically unable to do so in which case a documented excuse from an a physician shall be submitted by the employee to the immediate supervisor which is the Team Lead.

II. CONSEQUENCES OF NOT ADHERING TO THE POLICY

Not adhering to this policy will result in HDC not being in compliance with Medicaid Law. Therefore, providers who do not follow this policy will receive an infraction and the appropriate course of action on the continuum of discipline will be taken along with a corrective action plan e.g. either a documented verbal warning, written warning, or termination depending on the number of infractions the provider has received. This purpose of this policy is to protect the interests of the provider, client, and agency.

 Provider

 Date

 Supervisor

 Date