OKLAHOMA DEPARTMENT OF CORRECTIONS
INFIRMARY CHECKLIST

OBSERVATION

☐ Is there an order for observation status completed within one working day?
☐ Is there an order to discharge at the end of 72 hours or is the offender admitted to the infirmary or hospital?
☐ Is there minimum documentation to include an Observation Statue Daily note by a QHCP and daily vital signs?
☐ If Observation exceeds 72 hours, is there documentation of CMO approval?

DOCUMENTATION REQUIREMENTS FOR ADMISSION - PROVIDER

☐ Admission orders within one working day for admission to include:
  • Diagnosis
  • Medication List (located under “Medications” in EHR)
  • Diet
  • Activity Restrictions
  • Vital Signs
☐ Is the “Provider H & P Admission Assessment” completed within 1 working day to include a PE?
☐ Daily entry for an acute health needs (“Providers Assessment Note”). (Per provider’s discretion)
☐ Frequency for charting shall not be less than monthly (“Providers Assessment Note”).
☐ Is there an order to discharge (order must be written in the order section; not in the note).
☐ “Provider Discharge Summary” completed within 3 working days to include:
  • Admission & Discharge Diagnosis
  • Brief History Including Chief Complaint
  • Essential Physical Findings
  • All Diagnostic Test
  • Medication List (located under “Medications” in EHR)
  • Brief Summary of Care
  • Follow-Up

DOCUMENTATION REQUIREMENTS FOR ADMISSION – NURSING

☐ Is the “RN Assessment and Healthcare Plan” completed within one working day?
☐ Is the “RN Daily Shift Assessment” completed every 24 hours?
☐ Is the “Healthcare Plan” updated PRN?
☐ Vital signs obtained and documented per orders?
☐ “RN/LPN Shift Note” completed for the remaining shifts?
☐ If an offender is transferred to an Outside Hospital the “Transfer to Hospital” form is completed within working day?
☐ When an offender returns to the facility from an Outside Hospital the “Post Hospitalization Assessment” form is completed within one working day?

DOCUMENTATION REQUIREMENTS FOR CONVALESCENT CARE STATUS

☐ Is the “Provider H & P Admission Assessment” completed within 1 working day to include a PE?
☐ Is there an order for convalescent care status within one working day?
☐ Is there an order to discharge upon release from convalescent care status?
☐ Is there minimum documentation to include a daily progress note by a QHCP?