

Logan University

LOGAN HEALTH CENTERS TIMELY COMPLETION OF NOTES POLICY

Policy AA. 016

Policy Number: AA.016

Effective Date: 5/1/2026

Approval Date: 4/7/2026

Revised Date: N/A

Purpose: To ensure timely completion of clinical notes and documentation pursuant to best practices and to provide clear expectations to faculty clinicians, staff, and students.

Additional Authority: N/A

Scope: All Faculty, staff, and students of Logan University Health Centers

Responsible Executive: Director of Clinics

Offices Responsible for Reviewing this Policy: Provost/CAO and/or Dean of CoC

Recipients: Logan Health Centers faculty, staff, and students

Publications: Logan University Health Centers Intern Handbook, Faculty Handbook

Definitions: Clinical documentation (Notes) is the timely, accurate, and complete recording of all patient-related information in the electronic medical record that reflects the care provided, supports clinical decision-making, ensures continuity of care, and serves as a permanent legal record.

Policy Title

Logan Health Centers Timely Completion of Notes Policy

Policy Statement

All clinical documentation (notes) must be completed in a timely, accurate, and complete manner to ensure continuity of care, support clinical decision-making, meet legal and regulatory requirements, and maintain the integrity of the patient health record.

Procedures

1. **Student Intern Documentation**

Student interns are required to complete all assigned portions of clinical documentation for each patient encounter **by the end of the calendar day on which the treatment or visit occurred**. Documentation must accurately reflect the services provided and be entered into the authorized electronic medical record in accordance with institutional standards and supervisory requirements.

2. **Clinic Faculty Documentation and Review**

Clinic faculty are responsible for reviewing, finalizing, and electronically signing clinical documentation for patient encounters **within forty-eight (48) hours of the visit**. Faculty review must ensure completeness, clinical accuracy, and compliance with institutional policy and applicable laws and regulations.

3. **Accountability**

Timely completion of clinical documentation is a condition of participation in clinical activities. Failure to meet documentation timelines may result in corrective action as outlined in institutional policies, including remediation, restriction of clinical duties, or disciplinary measures, as applicable.

Other Notes
