Checklist for Charting

Charting Standards:		Yes	No
My Entry	Verify residents name- correct resident	☐	☐
	Date and time included	☐	☐
	Objective (free from blame or judgment)	☐	☐
	Legible (readable) and clearly written	☐	☐
	Only approved abbreviations used	☐	☐
	Correct spelling and grammar	☐	☐
	Signature is legible	☐	☐
	Captured the care provided	☐	☐
	Timely- Completed in real time OR within facility standards	☐	☐
	Accurate- **S**ituation **B**ackground **A**ssessment **R**ecommendation	☐	☐
	Concise	☐	☐
	Avoided using transition words: Apparently, Seems to be, Appears to be, Somewhat, Unfortunately, Adequate, Good, Fair, Poor	☐	☐
Late Entry	Marked as a late entry	☐	☐
	Date and time included	☐	☐
	Captured the actual date event occurred- State "late entry for _____ "	☐	☐
	Identified or referred to the circumstance for which the late entry is needed	☐	☐

Skilled Documentation:		Yes	No
Required	Addressed all skilled services	☐	☐
	Skilled services supported (by documentation)	☐	☐
	Aligned with care plan goals	☐	☐
	Contained evidence of observation and assessment	☐	☐
	Resident performance reported	☐	☐
	Staff assistance reported	☐	☐
	Education and response provided (if applicable)	☐	☐
	Interdisciplinary communication	☐	☐
	Explained or justified when and why care or services were not provided as ordered (if applicable)	☐	☐