

Original Question: What is your policy on how long a therapists has to complete their documentation (evaluation or treatment) from date of service for outpatient services?

Facility	Response
ORG A	Outpatient speech team: 5 business days for evaluations; 3 business days for therapy notes
ORG B	Speech: 24 hours on inpt for all notes and 7 business days for outpt evals/3 days outpt treatments
ORG C	therapist has 3 business days to complete evaluation if they are picking up for treatment. If not picking up, then they have 5 business days. This is the expectation for any child seen in OP or Clinic setting.
ORG D	Preferred 24-28 hours Absolute deadline: 72 hours
ORG E	24 hours for treatment notes, but they must be opened/initiated on the date of service 4 business days for evaluations.
ORG F	Evaluations and plan of cares have to be completed within 24 hours and daily notes by end of day.
ORG G	Inpatient documentation is same day. Outpatient is 5 days.
ORG H	The benchmark at BCH is 10 days for documentation to be entered into the medical record. Medical providers lose privileges if documentation is not entered within 30 days.
ORG I	OP-24 hrs for all documentation IP-same day for acute care eval and daily notes
ORG J	24 hours for OP, for Acute - point of service but no longer than end of day
ORG K	All outpatient, Daily notes 24 hours, Plan of care every 90 days, evaluation 7 business days, discharges 7 business days.
Riley Children's Health	Acute Care: <ul style="list-style-type: none"> <li>• Preferred: Point of service</li> <li>• Required: 24 hours</li> </ul> Outpatient: <ul style="list-style-type: none"> <li>• Preferred: 24 hours</li> <li>• Required: 3 days from service, end of a pay period, or end of month- which ever of those three occur first.</li> </ul>

<p>ORG L</p>	<p>For treatment notes, 24 hours is ideal, however 72 hours is the requirement given that aligns with physician requirements.  For evaluations, 72 hours is the target (and requirement for PT/OT), with a little more wiggle for Speech given testing analysis – 1 week is the goal, with 2 weeks allowed if there is extensive testing.</p>
<p>ORG M</p>	<p>OP eval: 48 hours  OP note: 24 hours</p> <p>IP eval: 24 hours (must indicate patient seen on day of eval in EMR)  IP note: same day preferred, 24 hours permitted, but note must be initiated in EMR on DOS</p>
<p>ORG N</p>	<p>24 hrs for OP treatment, OT and SLP are doing some point of service documentation.  3 days for new evals (we are aiming for 24 hrs)</p> <p>Acute care – 24 hrs</p>
<p>ORG O</p>	<p>same day for inpatients and 3 days for outpatients</p>
<p>ORG P</p>	<p>IP: day of service  OP: 7 days</p>