

UTMB Department of Rehabilitation Services	7/93	- Effective
6.0 INFORMATION MANAGEMENT	03/21	- Reviewed
6.4.0 Documentation and Peer Review Audit	03/21	- Revised

Documentation and Peer Review Audit

Purpose

This document establishes the procedures to be utilized by the Department of Rehabilitation Services staff during peer review of patient documentation.

Audience

The information is intended for all Rehabilitation Services physical and occupational therapists, assistants, and students.

Policy

Rehabilitation Services personnel and students will adhere to departmental documentation guidelines and external regulatory agencies when documenting occupational and physical therapy services in the medical record. The Department of Rehabilitation Services will implement staff audits to ensure appropriate documentation into the medical record.

- The audits will include current and discharged patients.
- Peer review audits are performed quarterly.
- Every therapist (full-time and PBL) who worked during the quarter will be audited.
- New hires will be audited 3 times by their respective manager.
- Therapists who made $\leq 90\%$ in the last quarter will be coached by their manager and audited 3 times in the next quarter.
- Documentation will be clear, concise, complete, and in a timely manner.
- Documentation will provide a sequential and legal record of patient's condition and course of treatment from admission to discharge.
- Documentation will furnish data for use in the patient plan of care, discharge planning, and coding and billing.
- Documentation provides a means of communication with other health care professionals in planning and coordinating patient care.