Log Sheet

Purpose

The purpose of the Log Sheet is to record in-coming requests for services provided by the Respiratory Care Service.

Scope

- Respiratory Care Services logs all calls for therapy, transports or other services for documentation and tracking purposes.
- This form is prepared at 6:00AM daily for 24-hour use.
- All in-coming calls to clinical dispatcher are logged on this sheet.

Procedure

Step	Action
1	The department dispatcher and all other levels of Respiratory Care Service personnel utilize this form.
2	All calls will be recorded immediately on this sheet in black ink.
3	Calls will be dispatched immediately following their receipt.
4	All calls, no matter their nature, will be entered on this sheet.
5	Floor - enter floor for which therapy is requested.
6	Room - enter room number which therapy is requested.
7	Time - enter time call received in 24-hour clock.
8	Dispatcher receiving call - enter dispatcher receiving call.
9	Person making call - enter person making the call.
10	Patient's name - enter patient's name.
11	Service description - enter type therapy or equipment requested. (Personal calls - enter brief message).
12	Service requested: • New Order - check if new order. • D/C Order - check if equipment or therapy is to be discontinued.

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Procedure Continued

Step	Action
12	Service requested continued: • Order Change - check if revised order. • CK - check if equipment is to be checked. • TSP - check if transport.
13	Time assigned - enter time call assigned in 24-hour clock.
14	Therapist received - enter therapist answering call. (Personal calls - enter name of person receiving call).
15	TX and/or equipment card and master - check if master file updated.
16	Unit history number - enter patient unit history number.
17	Date - enter date.
18	Verify that all calls have been assigned/dispatched before proceeding to next call sheet.