

Correcting Documentation Errors



What to do if you've made an entry, and now you realize it includes an error (corrections to existing entries):

- **Medication Administration Records (MARs)**

OARs require that the MAR be corrected in the following manner:

OAR 411-360-0140 Standards and Practices for Health Care

(4)(b) Any correction of errors in the MAR must be corrected with a circle of the error and the initials of the person making the correction.

Once you circle the error on the front of the MAR, the error should then be explained on the back of the MAR with a signed and dated entry. If the MAR error was related to an actual medication error (for example, a person did not receive medications or received wrong medications), it will also require documentation on an incident report.

- **All other records (financial records, IRs, progress notes, etc.)**

Draw a single line through the error, initial and date.

- Do not scribble out entries or use white out on any records. **IT IS NEVER OK TO USE WHITE OUT ON RESIDENT OR FOSTER HOME RECORDS!**



What to do if you realize you forgot to document something (late entries):

Best practice is to always make necessary documentation at the time of an event. Sometimes that just doesn't or can't happen. In that case, you may make documentation by late entry. **When making a late entry, include both the date of the event and the date you are documenting the information (these will be different dates).**



Falsification of Records

Going back and "fixing" records or filling them in after the fact without acknowledging that you are making late entries is considered falsification of records. OARs now allow for civil penalties if it is believed that a provider falsifies records, as follows:

OAR 411-360-0260 Civil Penalties

(2) A civil penalty of up to \$500, unless otherwise required by law, shall be imposed for falsifying individual or AFH-DD records or causing another to do so.

MISTAKES HAPPEN. IF YOU ARE TRANSPARENT ABOUT A DOCUMENTATION ERROR AND CORRECT IT CLEARLY, IT IS NOT CONSIDERED FALSIFICATION OF RECORDS.

Test yourself with the following examples:

1. Caroline Caregiver forgot to sign the MAR when giving Randy Resident's morning medications. Caroline should:
 - a) Fill in the blanks in the MAR with her initials
 - b) Circle the blanks on the MAR, explain on the back of the MAR that the meds were given as ordered but she forgot to sign
 - c) Color in the blanks on the MAR with red pen

2. Patty Provider noticed an error in the financial ledger for Roxie Resident. She determined it is a math error. Patty should:
 - a) Use white out to cover the error and write in the correct numbers over the white out
 - b) Ignore it, since there are no funds actually missing
 - c) Correct the error by drawing a single line through the error, making the correction, initialing and dating the corrected entry, so it looks like this:

Name: Roxie Resident **Type of Account:** Cash

INCOME			EXPENDITURES		Balance	Receipt #	Initial
Date	Income Source	Amount	Item Description	Amount			
					65.14		
9/1/11			Fred Meyer/pants and shirt	42.00	23.14	#15	PP
9/2/11	Birthday money from mom	20.00			43.14 <i>PP 9/4/11</i> 53.14		PP

3. On Wednesday 9/7/11, Carl Caregiver realized he forgot to note in Roberta Resident's progress notes that he took her swimming on Monday 9/5/11. Carl should:
 - a) Ignore it, since everybody has heard Roberta talk about going swimming so they already know she went.
 - b) Write and sign a progress note using Monday's date.
 - c) Write a late entry progress note that reads:
Late entry for 9/5/11: Took Roberta to her swimming lessons at the Beaverton pool at 7:00p.m. Roberta said she really had a good time and her instructor told me that Roberta is now starting to learn how to float on her back independently.

Carl Caregiver, 9/7/11