

History and Physical (H&P) Notes Joint Commission Corrective Action Frequently Asked Questions (FAQs)

Background

Following our recent Joint Commission visit, it was identified that H&P documentation is, at times, not completed in a timely manner or not present prior to a procedure that is done under moderate or deep sedation or general anesthesia. On Friday, June 7, several best practice advisories (BPAs) went live in EPIC to help ensure that required H&P documentation is present.

The following FAQ/responses are offered to clarify best practices given this recent change.

The required information has been entered under a different note type. Should the BPA still be firing?

- **Yes!** Entry of a note under an H&P note type is what prevents the BPA from firing. This supports the organization's efforts to ensure all patients have an easily locatable, complete H&P consistent with UVA Health and TJC requirements and will also be the basis of subsequent reporting to ensure we are adherent to best practice and UVA Health policy.

Will the pre-procedure BPA fire for every person who opens the chart until the required H&P documentation is complete?

- The pre-procedure BPA will continue to fire for every person who opens the chart until the H&P documentation is complete.

As we make the transition to using H&P note types exclusively, do I need to copy *existing* H&P documentation entered in other note types into an H&P note type?

- The most important action is to ensure that, regardless of note type, the complete set of H&P documentation was captured within the required time frame. Where H&P documentation already exists, it is not necessary to, for example, copy and paste the existing note into an H&P note type. Rather, we ask that users acknowledge the presence of the required information within the BPA and exclusively use the H&P note type going forward. *The BPA launched on June 7 is being adjusted this week to include a button that allows the user to acknowledge that the existing documentation is complete and provide the date of that documentation.*

Is it acceptable to update a prior H&P in an addendum format as the pre-procedural note?

- **No.** The initial H&P should stand as the original documentation. If an interval H&P is required, that should be entered as a new note using an H&P note type (the interval H&P note template is available for this purpose).

What about emergencies? Is it necessary to enter an H&P prior to an emergent procedure?

- TJC, CMS, and UVA Health policy recognize that some procedures must be done under urgent/emergent circumstances and prior to complete documentation of an H&P. If this is the case, the procedure note should reflect the emergent nature of the procedure.

Does an attending need to sign the H&P prior to a planned procedure?

- The signature of a credentialed LIP (such as a resident) is suitable to satisfy the requirement for documentation.

My area does procedures under moderate/deep sedation, but I am not yet seeing a BPA. Should I?

- **Yes.** Our initial roll out identified several areas separately categorized under Epic in which the initial BPAs did not fire. We intend for this BPA to go out to all procedural areas. If you have

questions or are still not seeing the BPA, please contact Tracey Patterson (tdj8d@uvahealth.org).

What are the Epic changes that launched on June 7 to support H&P note documentation?

Epic Update	For Use by
New BPA will alert if there is not an H&P or updated H&P, and interval H&P in the chart.	LIPs and RNs in procedural areas (other areas may be added as needed)
New sidebar report displaying H&Ps from the last 30 days. Will make it easier to verify that an H&P is on file before a procedure.	RNs in procedural areas
New BPA will alert if there is not an H&P on file within 12 hours of admission, repeating every 6 hours until the H&P is completed.	LIPs in inpatient areas (<u>any</u> LIP logged into patient chart)

What other resources are available to support me?

- ELL Tip Sheet: [New BPA's Firing for Missing H&P Notes](#)
- ELL Tip Sheet: [Pre-Procedure Checklist Updates](#)
- [SmartChart Training Team](#)
- [History and Physical Corrective Action Plan](#) overview
 - Visit [Accreditation website](#) for video of this presentation
- [Patient Care Documentation \(Electronic Health Record\) Medical Center Policy](#)
- Your medical director, department chair, and/or manager
- Questions may also be sent to medicalinformatics@uvahealth.org