

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Resident Care	SUBJECT: Correction Procedure	SECTION: C
DATE: September 2004	Administrator: <u>J. M!</u>	POLICY: 19
REVISION DATE: August 2016	Director of Care: <u>Cheryl Allick</u>	

CORRECTION PROCEDURE

POLICY:

The use of erasures or any correcting agent such as "whiteout," "liquid paper," or any other form of correction fluid is not permitted on the medical record as this could be considered tampering with the resident's chart. The chart is a legal document in the eyes of the law. Use the legal and accepted way of making corrections follow CNO guidelines on Documentation.

OBJECTIVE:

To protect the credibility of charting regarding making any corrections on any part of the medical record.

PROCEDURE:

When and if an error is made on a resident's chart, there is only one legal and accepted way of correcting this. A line is drawn through the error, the word "ERROR" is written beside this, and the person doing the correction signs their initials.

EXAMPLE

December 4/04 1000 Mr. Jones condition has continued to error SB
to ~~deteriorate~~ deteriorate. Family are at his bedside.