CHART ORDER

SECTION 1: Resident information Sheet/Face Sheet
- Face Sheet (in plastic protector sheet and reviewed/updated each quarter)
- POLST form/Advanced Directives (in plastic protector sheet)
- POA/Guardianship (in plastic protector sheet)

SECTION 2: Service Plan
- Pre Move-In Assessment (in plastic protector sheet and do not purge)
- Service Plans (last quarter)
- Nutritional Risk Assessment upon admit (in plastic protector and information must be incorporated into the Service Plan) and if weight issue arise
- Self Medication Evaluation (Service Plan)
- Smoking Evaluation (Service Plan)
- Pain Evaluation (on website for cognitively intact and for cognitively impaired, but evaluation information must be incorporated into the Service Plan) upon admit, scheduled Service Plan updates, and as needed.
- MMSE (score and relevant information must be incorporated into the Service Plan) upon admit and as needed
- Depression Scale (on website for cognitively intact and for cognitively impaired, but relevant information must be incorporated into the Service Plan) upon admit and as needed
- Psychotropic Drug Review (Service Plan)
- Cooking Appliance Assessment upon admit and quarterly for Oregon communities and for Washington communities as needed (service Plan)

SECTION 3: History and Physical
- History and Physical (initial to be placed in plastic protector sheet and do not purge)
- History and Physical current year
- Office Visit Summary for 6 months
- Podiatrist notes for 1 year
- All other documentation from prescribers that are not orders for 6 months

SECTION 4: Orders
- Admit Orders (in plastic sheet protector and do not purge)
- Current 90 Day Physician Orders and orders that are dated after the review of the current 90 day order

SECTION 5: Progress Notes
- Move in note (plastic sheet protector and do not purge)
- Most current progress notes for the last 3 months

SECTION 6: Professional health Care Provider Notes
- Most current for 3 months

SECTION 7: Lab and Diagnostic Reports
- Most current for 6 months
- Vaccine records permanently, exception flu vaccines for 1 year

SECTION 8: Miscellaneous Records
- Personal items list
- Durable Medical Equipment
- Any other relevant information

*MAR information will be stored electronically on QuickMAR*