

The following table is an example of a general documentation checklist as referenced in chapter 7 of *Coding for Pediatrics 2022*.

<b>General Documentation Checklist</b>	
<b>Applicable to All Records (1 = completed, 0 = incomplete/unsatisfactory)</b>	<b>Points</b>
Documentation was readily available.	
All pertinent information was included/accessible (eg, orders, test results).	
Patient identification on each page of record	
Date of service on each page of record	
Page numbers are provided for each episode of care.	
Demographics were updated/verified to be correct.	
HIPAA notice provided	
Insurance verification on file	
Provider identification is distinct for each record entry (eg, ancillary staff and physician notes).	
Corrections and addendums are clearly identified and appropriate.	
Signature/electronic authentication is complete and timely (per practice or payer specification).	
<b>Total</b>	
General documentation recommendations:	
Abbreviation: HIPAA, Health Insurance Portability and Accountability Act of 1996.	