

# Documentation

## Document by Exception

Our documentation policy standard is: **Documentation by Exception**.

This means that, except for some specific types of documentation (i.e. admission questions), you only document the following:

- What applies to your patient - you do not have to answer all queries on a screen if they do not apply to your patient.
- Positive responses; you do not have to answer “No”, except if there is an overall “general” question (see example below).
- Document what is remarkable or outside defined limits (i.e. on the Physical Assessment).

**Example: Past Medical History** contains multiple pages and numerous queries. The first page covers neurological history.

- If the patient has no neurological disorders, click **No** on the **Neurological Disorders** query and you are done with this page. This is documenting by exception.
  - A pop-up asks if you wish to advance.
  - Click **Yes** to advance.
  - You do NOT have to answer “No” to each query

The screenshot shows a form titled "History Of" with a section for "History Not Completed Due To" containing checkboxes for "Altered LOC", "Interpreter Unavailable", "Emergent Situation", and "Family Unavailable". Below this is a table of queries:

Query	Yes	No	Comment
Neurological Disorders	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Alzheimer's Disease	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Aphasia/Dysphasia	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Autism	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
CVA	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

A pop-up window titled "Advance to" is overlaid on the form, containing a question mark icon and the text "Go to \* Past Medical History - HEENT History". It has two buttons: "Yes" and "No".

- If the patient has a neurological disorder, click **Yes** to the **Neurological Disorders** query, and then document only what is positive for the patient.
  - To manually advance to the next page, click **Go To**.

**Note:** Other assessments (e.g. the **Physical Assessment**) work the same way.