

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.21</u>
SUBJECT: ADMISSION NOTE PROPONENT: <u>Robert MacLeod, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>02/01/06</u> REVIEW DATE <u>11/15/07</u> SUPERSEDES PPD# <u>6.21</u> DATED <u>11/15/01</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:
To provide guidelines governing the transcribing of the physician's Patient Intake History and Mental Status examination.
- II. APPLICABILITY:
To the **STAFF OF THE SECURE PSYCHIATRIC UNIT ONLY**
- III. POLICY:
It is the policy of the Secure Psychiatric Unit that an admission note shall be transcribed by the clerk from the admission profile, intake history and preliminary treatment plan, mental status examination for each admission within 72 hours of the admission. This typed report consolidates intake information for ease of reference and to provide a formal report for release to authorized requestors.
- IV. PROCEDURE:
 - A. A clerk shall type an admission note pertinent to each resident within 72 hours of admission.
 - B. The admission note shall be typed on a form specifically for this documentation (Attachment I).
 - C. The admitting physician is not required to sign the admission note since all information included in the admission note will have been transcribed from authenticated information in the current chart.
 - D. The format and content of the admission note shall be as prescribed by the attached procedural sample.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services
Third Edition. Standards

Other

MACLEOD/pf

Attachment

ADMISSION NOTE

DATE OF ADMISSION:

(Include a small summary of admission information)

PATIENT INTAKE HISTORY:

Chief Complaint:

Reason for admission:

Brief psychiatric history:

(Use additional page for continuation

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SECURE PSYCHIATRIC UNIT

PATIENT IDENTIFICATION

ADMISSION NOTE

DATE OF ADMISSION:

MENTAL STATUS EXAMINATION:

Appearance and behavior:

Speech and thought process:

Emotional state:

THOUGHT CONTENT:

- 1) Obsessions:
- 2) Phobias:
- 3) Delusions:
- 4) Hallucinations:
- 5) Suicidal thoughts or plans:
- 6) Homicidal thoughts or plans:

COGNITIVE FUNCTIONS:

- 1) Orientation:
- 2) Level of consciousness:
- 3) Concentration:
- 4) Memory
- 5) Calculation:
- 6) Information:
- 7) Intelligence:
- 8) Judgement:
- 9) Insight :

SUMMARY AND ASSESSMENT:

(Use additional page for continuation

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SECURE PSYCHIATRIC UNIT ADMISSION NOTE	PATIENT IDENTIFICATION
<p>DATE OF ADMISSION:</p> <p>DIAGNOSIS:</p> <p style="padding-left: 40px;">AXIS I:</p> <p style="padding-left: 40px;">AXIS II:</p> <p>PRELIMINARY TREATMENT PLAN:</p> <p>PROBLEM:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. <p>PLAN:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>NAME OF ADMITTING PHYSICIAN:</p>	
(Use additional page for continuation) Page 3 of 3	
SECURE PSYCHIATRIC UNIT ADMISSION NOTE	PATIENT IDENTIFICATION

