

Guidelines for Completion of the Diabetes Collaborative Flow Sheet

Professional responsibility, accountability, and legal protection are among the most important reasons for accurate documentation. The Diabetes Collaborative Flow Sheet is a permanent legal record that is maintained in the client chart.

The goal of the flow sheet is to enhance the quality and continuity of care for clients living with diabetes. The original of the flow sheet is considered part of the client's permanent record. Clients may have a copy of the flow sheet as part of self-management.

General Documentation Principles for Completion of Paper Copy

1. Record client's name and relevant information.
2. All entries are to be completed in blue or black ink.
3. Write neatly and legibly.
4. Initial every entry and sign full name and status on signature sheet.
5. Page number flow sheet in sequential order.
6. Use authorized abbreviations.
7. Use proper spelling and grammar.
8. Ensure correct date is written as per organizational guidelines.
9. Leave no blank spaces between entries.
10. Do not rewrite entries.
11. Correct mistaken entries by drawing a line through, note error and initial.
12. Do not use white out.

General Documentation Principles for Completion of Electronic Copy

1. Complete electronic chart as per electronic charting protocol.

Completion of Diabetes Collaborative Flow Sheet

1. Client Information/Site Information

Ensure all client information is complete on initial and sequent flow sheets

- | | |
|---|--|
| a. Client's full name | i. Home telephone |
| b. Mother's maiden name | j. Other telephone |
| c. Date of birth | k. Gender |
| d. PHC site ID number* | l. Date of discharge/death |
| e. Clinic # (if applicable; each site can distinguish using A, B, C etc...) | m. Diabetes classification |
| f. MCP number | n. Other relevant conditions |
| g. Chart number | o. Year diagnosed in 4 digit format (i.e., 2005) |
| h. Home address | |

* PHC Site ID's are as follows:

- | | |
|---------------------------------|------------------------|
| 1. Grenfell | 5. Bonavista Project |
| 2. Bonne Bay | 6. Connaigre Peninsula |
| 3. Twillingate/New World Island | 7. St. John's |
| 4. Labrador East Region | 8. Placentia |

2. 3 Month Section

- a. Ensure correct date and format is entered at the next available date column at the top of flow sheet.
- b. Circle/enter R for a recheck appointment and C for a Diabetes Collaborative appointment.
- c. Review all 3 month guidelines and record Y/N or value, as indicated.
- d. Draw a line through all blank sections, which are not applicable for that date (i.e., drawn line down through Annually and/or As Indicated and/or Ongoing Section(s) that are not required under that date. Not applicable for the electronic chart.

3. Annually, As Indicated Section and/or Ongoing Section

- a. Ensure correct date and format is entered at the next available date column at the top of flow sheet.
- b. Review of all Annually, As Indicated and/or Ongoing guidelines and record Y/N or value, as indicated.
- c. Draw a line through all blank sections, which are not applicable for that date. Not applicable for the electronic chart.

4. Progress Note:

- a. Record Y/N to indicate need to read Progress Note for additional information. Note discipline.
5. For paper copy, ensure date, name and designation is written on Signature Sheet to identify professional responsible for completing flow sheet. Not applicable for the electronic chart.
6. For paper copy, number each sequent flow sheet to indicate page 1 of _____. Not applicable for the electronic chart.

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