

	TITLE: DOCTOR'S PROGRESS NOTES AND ORDERS	REV NO. 0	GRH TC- 13/2010
	PATIENT CARE AND TREATMENT PROTOCOLS	DATE: 01.07.2010	
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GUIDELINES FOR DOCTOR'S PROGRESS NOTES AND ORDERS ARE AS FOLLOWS.

#### PROGRESS NOTES

SI No.	Activity	Remarks
1	Date, time are recorded	As a proof in the likely event that the records are needed in court of Law.
2	Progress noted includes	Subjective – what the patient/by-standers tells the doctor in layman terms Objective – what the doctor elicits by history taking and clinical findings on examination written in medical parlance Assessment – Both subjective and Objective observations are evaluated in light of the investigative reports/charts and a working diagnosis/ progress of the patient are ascertained. Plan – Further investigations, drugs, change of drugs, diet, after-care that may be needed or considered.
3	Documentation	Legible documentation is a must. In the likely event that the records are needed in court of Law.
4	Non-compliance of patient	It is recorded in the progress notes.
5	Signature	Doctor's signature completes the progress notes.

#### DOCTORS ORDERS

SI No.	Activity	Remarks
1	Date, time are recorded	As a proof in the likely event that the records are needed in court of Law.
2	Progress notes are written	As Above
3	Drugs	Route of administration, Name of the drug, frequency of administration and dose of the drug is written legibly. As a rule of the thumb, Hormones are written first (insulin, steroids), Injectable Antibiotics and are written next followed by other Injectable drugs (antiseptory, antacids, prokinetics, analgesics, sedatives). Next are the oral medications and lastly the I.V. Fluids.
4	Blood and its products	This is written leaving a space after writing the drugs
5	After-care	This includes positions (foot-end elevation, pillows to elevate the hands), hot fomentations, tepid sponging, physiotherapy, mouth gargles
6	Charts	Treating doctor may require close monitoring and documentation in the form of charts – input/output, temperature, Blood Pressure, Fetal Heart Rate, Glasgow Coma Scale etc.
7	Signature	Doctors signature completes the orders
10	Verbal orders	During the course of interoffice communication doctor's orders may be given telephonically. Orders are followed and SN records these in the Nurses Chart and gets these orders written by the duty doctor.