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Review Date: May, 2005

**CHART ORDER**  
**MEDICAL AND SURGICAL PATIENTS**

Face Sheet  
AMA  
Living Will (if there is one, place it with the questionnaire)  
A.N.D.  
Discharge Summary or Death Summary  
Death Certificate  
Organ Donor  
Mortician's Release  
Emergency Room Record  
ER Room Monitor Tracings - (green)  
ER Nursing Record  
Emergency Room Flow Sheet  
Ambulance Report  
Requests for Blood Tests  
Blood and Alcohol Consent  
History and Physical  
Operative  
Consults (Filed by Date of Consult, (Written before dictated)  
Advance Directive  
Physicians Progress Notes - Medical Notes  
Final Progress Note & Discharge Plan – Preadmission  
Orders  
Same Day Surgery Questionnaire (Intraoperative record)  
Transfer in Forms  
Nursing History & Progress Notes  
Nursing Care Plan  
S.C.P. Form (yellow)  
Transfer Out Forms  
All Other Lab Reports in the following order filled by date:  
    Pat - Short Term  
    Hematology #1  
    Urine & Feces #2  
    Chemistry Screen - SMA  
    Bacteriology #3, (Green and white)  
    Microbiology  
    Coagulation & blood gas studies #5  
    Arterial Blood Gas Studies  
    Blood Bank & Transfusion Record #6

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Lab Miscellaneous #7  
Outside Lab Tests  
CK Isoenzymes - (plain white)  
Emergency Room X-rays  
All other X-rays  
PVR Reports  
EKG=s  
Unit Strips  
Telemetry Slips  
Holter Monitor  
Stress Tests  
ECHO=s  
EEG=s  
EMG  
Pulmonary Function Studies  
Audiology Report  
Consent for Surgery  
Prep Op Check List  
Blood Transfusion Consent  
Inter-operative Record  
Operative Record  
Pathology  
Staging Form  
Anesthesia Record  
PACU (Post Anesthesia Care Unit Record)  
PAT's Order Sheet  
Physician Orders  
Graphic Record  
IV Therapy  
Medication Record  
Flow Sheet General  
Arrest Flow Sheet  
Nutritional Progress Record  
Neurological Watch Flow Sheet  
Diabetic Worksheet and Flow Sheets  
PCA Consent & PCA Flow Sheets (PCA PT's - signed consent then PCA)  
Intake and Output  
Request for Respiratory Therapy (Physicians Order Form)  
Respiratory Therapy Flow Sheets  
Ventilator Respiratory Flow Sheet

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Physical Therapy Notes  
Discharge Planning Assessment  
Multi-Disciplinary Notes  
Alcoholism Service Notes  
Social Service Notes  
Release for Leaving Hospital, AMA  
Valuable Release  
Medicare (Yellow Form)  
Drug & Alcohol Abuse Consent Form

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## **OB CHART ORDER**

Face sheet  
Living Will  
Discharge summary  
Prenatal Record and Health Start Record  
History and Physical  
Consults  
Operative  
Physicians Progress Notes, (Medical note)  
Final Progress Note and Discharge Plan  
Orders  
Nursing Assessment  
Nursing Notes - (Patient Care Note)  
Standard of Care (yellow side sheet, long)  
Lab Reports, (Same order as regular chart)  
X-ray, Scans, Ultrasounds, Cat scans, (same order as for regular charts)

Antepartum testing  
Consent for Delivery  
Consent for C-section  
Consent for Support Person in the delivery room  
Consent for blood transfusion  
Nursing Labor and Delivery Record  
Anesthesia Record (if patient had c-section, plus tubal at the same time)  
Nurses Operative Record - PACU Record  
Operative Report  
Path Report  
Physicians Labor and Delivery Record (white)

If they had tubal ligation after birth then:

1. Tubal Consent
2. Blood Consent
3. Anesthesia
4. Post op
5. Operative report (nursing)
6. Operative report
7. Pathology

Apgar Score (copy)  
Physicians Orders  
Patient education OB  
Graphic, IV, Med sheets and Flow sheets  
Patient follow up by nurses

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## **NEWBORN CHARTS**

Face sheet  
Living Will  
Discharge summary  
Newborn Physical and Progress notes  
Consults  
Physicians Progress Notes, Medical note  
Final progress note and Discharge Plan  
Health Start Records  
Apgar Score and Nursing Labor and Delivery Notes  
Delivery Record  
Nursing Assessment  
Nursing Notes  
Patient Care  
Lab Reports, (Same order as regular chart)  
X-ray, scans, Ultrasounds, Cat scans, (same order as for regular charts)

Consent for Circumcision  
Growth charts  
Physician Orders  
Nursery Record  
Medication Record  
Phototherapy  
Request for Respiratory Therapy  
Respiratory Therapy Flow Sheet  
Respiratory Distress  
Nursing Care Plans  
Patient Education  
Newborn ID, Footprints  
Hepatitis Vaccine Record  
Birth Certificate  
Maternal and Child Health Program (white)