

HANDWRITTEN NOTES:

Must write in BLACK INK. (No colors or pencil.)

Every note needs a TITLE with your TEAM NAME and the TYPE of note (eg. Pulm Team Progress Note, Nightfloat H&P, Med4 Team SBAR, Cardiology Consult Note)

Put patient sticker or write patient name and MRN on EVERY page. At least TWO patient identifiers must be on every document (Name, MRN, DOB, FIN suffice)

Notes must be one-sided. Don't write on back of paper (they will be scanned later!).

If your note is more than 1 page long, then on the bottom of the pages you must write "Page 1 of 2" and "Page 2 of 2." You must sign the bottom of EACH page.

Please leave space on the paper for the attending to cosign on each page of the note and write their addendum at the end if you can – in other words, don't squish it all in to fit on one page, go on to the second page so they have space to write under you and cosign by your signature at the bottom of each page.

At the very end of the note, SIGN, PRINT YOUR NAME, DATE, TIME, and RF phone #. (People need to know where to direct questions, and how to find you if they can't read your name.)

If you make a mistake, it's illegal to scribble it out! Put just one line through it like ~~this~~. And then sign it with your initials like that. 

HANDWRITTEN ORDERS:

Must write in BLACK INK. (No colors or pencil.)

Be very careful to write legibly. Many medication names look the same. Check your spelling and doses in Lexicomp.

Must SIGN, PRINT YOUR NAME, DATE, TIME, and RF phone #. (People need to know where to direct questions, and how to find you if they can't read your name.)

Remember the Joint Commission "do not use" abbreviation list!

- NEVER write "qd" (write daily), or "u" (write units) or "IU" (write international units).
- ALWAYS put the 0 before a decimal point (write 0.5 mg lorazepam PO once), and NEVER put the 0 after the decimal point (20 mg omeprazole po daily NOT 20.0 mg).
- Write out fully "magnesium sulfate" and "morphine sulfate" so that abbreviations for the two are not confused for each other.

NOTE – if you give a verbal order, the nurse writes it down – you have to go sign that later!!

HOW TO WRITE ADMISSION ORDERS (ADCA VAN DISSEL):

A = Admit to MED-SURG/MED-Surg with Telemetry/ICU/step-down, Med Team X, attending name (First and Last) Include Inpatient/Observation Status

D = Diagnosis: your best guess at primary diagnosis

C = Condition (good, fair, poor, critical)

A = Activity: as tolerated, or bed rest, or out of bed with assist, fall precautions

V = Vital signs frequency (for example q8 hours, write “Vital signs q8 hours”) and parameters to call you, eg. “call team if SBP>170 or <95, or if HR >130, if O2 sat <92% on RA, or if temp >100.4F”)

A = Allergies

N = Nursing orders / procedures – wound care, respiratory therapy

D = Diet

I = I/O's – if you need them

S = Standing medications

S = Symptomatic medications - prns

E = Extras = precautions, code status

L = Labs

- For telemetry orders you must order Telemetry Monitoring Separately In addition to the Admit order
- When ordering COVID tests please choose Screening vs Diagnostic and Isolation orders for COVID-19 for all PUIs and those with Diagnostic Tests

HANDWRITTEN RX at time of d/c:

Print patient's name and DOB and today's date

Name of medicine, size of pill, whether it's a tablet or capsule

Sig (instructions): how many tablets/capsules to take, route (PO), frequency (avoid Joint commission never abbreviate list as above – eg. don't write qd, must write daily or qday, don't write u for units, must write units, always put 0 before decimal point if <1, never put 0 after decimal point).

- By convention you write the number of tabs/caps like a capital T with a dot over it for each pill (in the image here, this says 2).
- if it's a prn must write the reason, like “prn nausea”

Disp (Dispense): # and then the number of pills as a number AND written out in words, for example write “#10 (ten)”

Write number of Refills, or write "no refills."

SIGN AND DATE the prescription, print your name under your signature, write hospitalist phone number 202-741-5109 (so pharmacy can reach you if questions)

If a controlled substance, must write your DEA# and DCCS#. (I recommend putting your DEA# on all Rxs since not all pharmacies will have you on file yet...)

Amoxicillin 250mg tablets
T T tablets p.o. t.i.d x 7 days
Dispense # (42) FORTY TWO
No refills

Additional Resources

- Physical Downtime folder located in Chief Medical Resident Office contents as follows:
 - o Order templates (Admission, Transfer, Discharge and common diagnosis)
 - o Note templates (History & Physical, Discharge summary)
 - o Order sheets, Note sheets
 - o Prescription pads
- GWUH IT Downtime binder located on nursing units