

The following table appears as Table 5-1 in *Coding for Pediatrics 2021*:

General Documentation Checklist	
Applicable to All Records (1 = completed, 0 = incomplete/unsatisfactory)	Points
Documentation was readily available.	
All pertinent information was included/accessible (eg, orders, test results).	
Patient identification on each page of record	
Date of service on each page of record	
Page numbers are provided for each episode of care.	
Demographics were updated/verified to be correct.	
HIPAA notice provided	
Insurance verification on file	
Provider identification is distinct for each record entry (eg, ancillary staff and physician notes).	
Corrections and addendums are clearly identified and appropriate.	
Signature/electronic authentication is complete and timely (per practice or payer specification).	
Total	
General documentation recommendations:	
Abbreviation: HIPAA, Health Insurance Portability and Accountability Act of 1996.	