

Spiritual Care Documentation Policy

Hospice policy excerpt | Marked-up specimen

<https://www.editfast.com/editing-services/religion-and-spirituality/chaplaincy-services/>

A policy excerpt rewritten so that each duty carries the period, the standard or the exception a reader has to act on.

ORIGINAL, WITH EDITS MARKED

Chaplains will complete a spiritual assessment for all patients in a timely manner¹ and document it in the record². The chaplain will keep notes confidential. Volunteers answering the front desk may give out⁵ a patient's name, room number⁴ and religious affiliation to anyone who asks for the patient by name³.

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	in a timely manner	no later than five calendar days after the election of hospice care	A phrase no reader can act on is replaced by the period the regulation states. Two staff reading the original will pick two different deadlines and both will believe they complied.
2	document it in the record	Entries in the clinical record are legible, clear, complete, and appropriately authenticated and dated	The policy names the standard an entry is measured against rather than only naming the act of writing one.
3	religious affiliation to anyone who asks for the patient by name	Religious affiliation is released to members of the clergy and to no one else	The released item is separated from the audience permitted to receive it. In the original the two are joined, and the sentence states the opposite of the rule.
4	room number	location in the facility	The wording of the rule is used, which matters where a patient has moved and the room number on file is stale.
5	Volunteers answering the front desk may give out	Where a caller or visitor asks for a patient by name, staff may give	The permission is tied to the question being asked rather than to the role of the person answering, and it reaches every member of staff who picks up a telephone.