In-Service Attendance Record Documentation Storage Process Quick Guide

In-service

•Complete a sign in attendance roster/record with every In-Service Education provided

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· Complete all fields on the In-Service Attendance Record

• You may include multiple topics on the same form as long as they are in the same category. Example you may include Abuse and Fire Safety on one form as those are mandatory topics but you may not include Abuse and Fit Testing on the same form as they are in different categories.

• Retain hard copies of all education in-service attendance records within the facility

Email EHR __Team

Sign In Roster

- •Scan the attendence roster and other supporting educational materials to EHRsupport@centershealthcare.org
- Subject of the email: Education Record
- Body of email should include Month/Year, education provided, facility name, and category of education provided

Education Record Storage

- Records are stored according to Facility, Month/Year, and Education Record Category
- Mandatory
- Non-Mandatory (other)
- Clinical Competencies
- Plan of Correction
- Staff N-95 Fit Testing

Retrieval

- If unable to locate documents upon request or if this task is too time consuming reach out to Bonnie Chust, Kendra Raymond, or Lorissa Pliss to obtain copies of the records.
- If none of these parties are available reach out to Darlene Brunner or Jacqueline Larson on the EHR team.
- Please, provide the aproximate time frame of when the education was completed, the facility, the education category and the topics of the education needed in your request.

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