## Documenting Activities of Daily Living (ADLs)

**Acute / SNF-Swing Bed Patients – Effective April 2012**

### Instructions

- **Select** “Activities of Daily Living” from Adhoc to chart.

- New Master Slide provides quick charting access to chart ADL details: Activities; Positioning / Bed Mobility; Preventative Care; Hygiene / Bathing; Dressing; Eating; Bladder; Bowel; and Observed Patient Behavior. Additional resource details include: Height and Weights; Incentive Spirometer; Vital Signs (Non-ED Patients Only).

- **Select** the radial button detail to document the performed ADL for all levels of care using the upper portion of the form.
  - **Acute Patients:** Document Acute ADL assistance provided. (Acute fields will automatically be active).
  - **SNF/Swing Bed Patients:** Document SNF/Swing ADL assistance provided (SNF fields will automatically be active).

- **Select** the circular arrow in the top left corner to return to the previous page.

- After documenting an ADL section, the left navigator tab activates and turns blue.

- To add additional ADLs to a previously-documented section, **Click** on the blue activated navigator tab. **DO NOT** uncheck the radial button because this will clear ALL prior documentation on that page.

- You can also return by **Right-Clicking** on the paper icon. **Select** “Go To...” the ADL section. **Do not** “Clear.”

### Screen Shots

**MASTER SLIDE**

**DOCUMENT ADLs at the Top**

**Acute Assistance**

**Indicate Acute Activity Assistance**

**SNF Assistance**

**Activates SNF or Acute Fields**

**Blue Activated Tabs**

**Clear**
**Documenting Activities of Daily Living (ADLs)**

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- **One-Time Intake and Output Documentation** is now available for intake, bowel output, and bladder output. *These fields will carry over automatically to the Intake/Output flow sheet.* Document each intake and output according to the date/time they actually occurred.

- Catheter types will carry over from Nursing Assessment documentation as catheter titles. Document your observations according to the catheter titles that carried over. **DO NOT** change the catheter titles on the ADL form. If changes are needed, contact the RN/LPN to change the Adult Physical Assessment documentation.

- Document observed colors and/or characteristics on all output volumes (i.e., voids, catheters, ostomies, etc.)

- **Document Assistance on Activity Section**

- **Document ALL** Bladder and Bowel assistance on the Activity Section of the ADL form.

- **Pull a new Adhoc ADL form for each ADL being documented,** unless they occurred together at the same time frame.

- **Document in Real Time.**

- **Sign the form!**

- Documentation from the ADL form will appear on the Assessments flow sheet and the SNF/Swing Bed Assistance Ratings will appear on the SNF/TCU MDS Activities of Daily Living flow sheet.

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