East Jefferson General Hospital

Documentation Tip: Copy/Pasting and Cloning

February 2021

It is the sole responsibility of the author of each document to ensure that any information included, is accurate and reflects the care provided during that episode of care, including any materials copied and pasted from other documentation.
- Joint Commission (February 2015)

COPY/PASTING: *Placing information copied or cut from a document or section of the medical record into another document or section of the same medical record.*

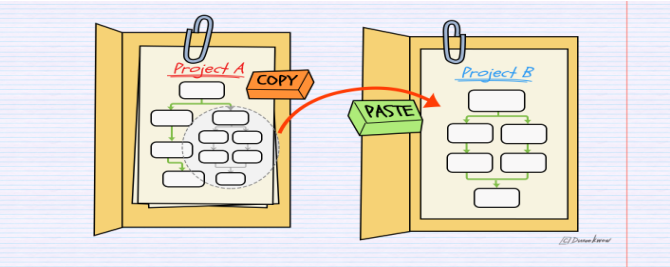
CLONING: *Copy and pasting previous information from a prior visit note into a new note without reviewing or updating, and is a problem among health care institutions*

Cloning is often done to save time and/or when the patient has not been fully assessed. (Example: Patient moved from SNF and readmitted to the hospital setting).

Cloning or Copy and Pasting: leads to improper care, wrong diagnoses and/or procedures, along with inaccurate billing at a higher cost, to both the patient and the facility providing treatment and care.

TO AVOID THE ISSUES ASSOCIATED WITH CLONING, COPYING AND PASTING: ALL DOCUMENTS

- **MUST** be reviewed completely and updated and/or edited for accuracy prior to authentication (signed)
- **MUST** represent accurate diagnoses and the specific needs of the patient for the present visit or encounter, and clearly decipher the difference in documentation of a prior visit or encounter.



OTHER RECOMMENDATIONS TO HELP PROTECT YOUR PATIENT AND THE INSTITUTIONS PROVIDING THEIR CARE:

- When an error is identified in an authenticated note (signed), it is considered final and becomes part of the legal health record. Any additional information or changes needed, must be entered as an addendum.
- Simply changing the date without reflecting what occurred during the actual visit is not acceptable and causes confusion. Complete review of the entire document prior to authentication to ensure the accuracy and proper time stamping is imperative.
- Without review and accurately updating documentation, the author increases the risks which may lead to errors in both present and future encounters, for your patient as well as within the institutions.
- All copied information from other sources should be credited to that author.

From your Clinical Documentation Improvement Team

Tammy Carter, RN, CCDS	503-5186
Kathy Green, RN, CCDS	410-259-3636
Karen Hebert, RN	503-5681
Melissa Imhoff, RN, BSN	503-4970
Suzanne Snider, RN, BSN	503-4943
CDI Manager: Collette Zeiour	503-6187
Clinical Documentation Integrity Coordinator:	
Nicole Newman, RN, MSN, CCDS	216-379-1679