Montana Mental Health Nursing Care Center
Department of Public Health and Human Services

Policy No. 1417 **Department:** Medical Records

Policy Name: Patients Daily Census

May 16, 1983		October 21, 2010
Original Date	***Superintendent's Signature***	*Revised Date*

POLICY:

The Patients Daily Census report will be maintained daily by Medical Records.

PROCEDURE:

1. A resident daily census will be kept. (Attachment #1). Deaths, discharges hospitalizations, leaves, or elopements will be tracked on the Daily Census Report.

2. ***Distribution:*** One copy of the ”Patients Daily Census” is retained for Medical Records and one is sent to the business office. A copy is E-mailed to Reimbursement in Helena.