



ACTIVE VOICE

Documentation tip

WHEN DOCUMENTING PATIENT CONDITIONS, USE ACTIVE VOICE TO CLEARLY DEMONSTRATE PATIENT HEALTH.

ACTIVE VOICE WORDS AND PHRASES THAT RISK ADJUST:

- Adjusting medications for
- Continuing care for
- Current regimen includes
- Followed by Dr. Jones for
- Follow up for
- Has
- Is being treated for
- Monitoring for
- Presents for
- With

“History of” vs. active voice

Only document diagnoses as “history of” when they were previously treated and no longer exist.

- Don’t document, *Ms. Smith has a history of hypertension*, if the condition is still being treated.
 - Instead document, *Ms. Smith has hypertension*.
- Don’t document, *Mr. White has a history of prostate cancer*, if he is currently being treated with for the condition with Lupron.
 - Instead document, *Mr. White has prostate cancer*.



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DOCUMENTATION DO'S AND DON'TS

| Do say | Don't say |
|---|---|
| Has asthma—stable, on inhalers | History of asthma, on Symbicort |
| Patient with Alzheimer's, here for follow-up | Patient with history of Alzheimer's, here for follow-up |
| Congestive heart failure, continue Lasix and monitor weight | Has history of congestive heart failure, continue Lasix |
| History of stroke in 2018, no residuals | Stroke in 2018, currently stable |