

NOTICE

It is the policy of this chiropractic office to follow the Rules & Regulations of the California Board of Chiropractic Examiners in regard to patient record keeping. This office performs progress examinations every thirty (30) days for all active patients. During each progress examination, SOAP notes are thoroughly completed which include the patients Symptoms, Objective Signs (aka exam findings), Assessment (aka diagnosis) and Plan (aka treatment plan.) Any reviewer of this office's records will find a Symptoms form, one or more Examination forms, a Diagnosis form and a Treatment plan form in this chart with new ones approximately every thirty (30) days. Each Treatment Plan form covers all planned treatments and/or referrals for the upcoming thirty (30) days.

This office does NOT perform progress examinations on each and every patient visit because doing that would be overly expensive to the patient as well as his or her insurance company. Thus, there are no "SOAP" notes for each and every patient visit. Daily SOAP notes are NOT required by the California Board of Chiropractic Examiners. [BCA Rules & Regulations §302.]

SOAP notes (Symptoms, Objective Exams, Assessment/Diagnosis and Plan of Treatment) are completed monthly by this chiropractic office and are referred to under for each date of service required under BCA Rules and Regulations §302(5). Each time our office refers to the monthly SOAP notes on file, they are incorporated by reference into the daily notes in their entirety.

Should any material change occur to the patient's health or condition(s) between monthly examinations and completion of the SOAP notes, this chiropractic office will note such changes (e.g. new symptoms, new objective signs, new diagnoses or new treatment plans) under the date of service wherein those new symptoms first appeared during the period encompassing the treatment plan on file. If any treatment on the most recent Treatment Plan form was *not* performed during any daily treatment, it is the business practice of this chiropractic office to make a note on that date of which treatments on the Treatment Plan form were *not performed* on that date.

Therefore, the reviewer of this chiropractic office's records should assume that the absence of any *new* symptoms or conditions in any daily treatment note means that the patient was treated on that date for the same symptoms as were recorded during the most recent monthly patient examination during which SOAP notes were completed. Likewise, the absence of any deletions of the Treatment Plan in any daily notes indicates that all treatments that were "planned" during the most recent monthly examination were, in fact, completed and performed on the patient that day.