

THINNING OF DOCUMENTS FROM CLIENT CHARTS TRACKING FORM

- 1. Addressograph/label this form with the client identifying information or record the client's name, DOB, and PHIN in the top right corner.
- 2. This form must be placed in the front of the Client Chart used in the Clinical Area/Program.
- 3. Record the date and signature each time the Client Chart is thinned.

DATE THINNED	SIGNATURE

Upon discharge send form with client chart including all thinned documents. This form is considered a transitory document during current episode of care and will not be maintained permanently in the health record.