**Telephone Comfort Care Case Notes**

**(see bottom of form for common codes and acronyms)**

 **Name:**

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| --- | --- |
| **Date/Time** | **Action / Intervention / Follow - Up** |
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**The following codes and acronyms will be noted on the back side of all case notes. You may use a Code, or write out in long hand. Also, you may refer to these Codes/Acronyms, if used on your Intake Form.**

**Please document the following, may use Code, at your discretion**

**X** = Connected call to participant

**B** = Participant phone line busy

**O** = Participant requested no calls (Notify staff)

**H** = Participant in the Hospital (notify staff)

**S** = Participant in Skilled Nursing (notify staff)

**M** = Left message for participant

**C** = spoke to caregiver, not participant

**.** = Phone rings and no answer

**Acronyms: Following Codes may be noted on your assignment sheet**

**MOW =** Meals on Wheels

**HOH**= Hard of Hearing

**HV**= Home Visitor,

**SRC**= Senior Companion

**SNF**= Skilled Nursing Facility

**DIL**= Daughter-in-Law

**MHP**= Mobile Home Park

**ADHC**= Adult Day Health Care

 **SIL**= Son-in-Law

 **DOB**= Date of Birth

**IHSS**= In Home Support Services

**VA**= Receives care at the VA hospital

**FB**= Food Bank recipient