




IRF documentation checklist

This checklist is being provided as a documentation guide to assist inpatient rehabilitation facilities (IRFs) when responding to requests for medical documentation. This is only a guide, and it is ultimately the responsibility of the provider of services to ensure the correct submission of legible documentation for all dates of service on the claim(s) in question.

Please ensure that the medical records submitted provide proof that the services were ordered, services were rendered, and that the documentation provided justifies medical necessity. All documentation must also adhere to the signature guidelines found in the

[Complying with Medicare Signature requirements fact sheet](#) 

Preadmission screening

- Completed 48 hours preceding admission
- Conducted by licensed or certified clinician

Must indicate:

- Prior level of function
- Expected improvement level and timeframe
- Risk for clinical complications
- Conditions that caused need for rehabilitation
- Treatments needed
- Physical therapy, occupational therapy, speech-language pathology, or prosthetics/orthotics
- Expected frequency and duration of treatment
- Anticipated discharge destination
- Anticipated post-discharge treatments

Post-Admission Physician Evaluation

- Conducted within first 24 hours of admission

Must:

- Identify relevant changes since preadmission screening
- Provide documentation of patient's status on admission, including a comparison with information noted in the preadmission screening documentation


Overall Plan of Care

- Conducted within first four days of admission

Must include anticipated interventions

- Expected intensity--hours per day
- Frequency--days per week
- Duration of therapy--days during IRF stay

[IRF Patient Assessment Instrument \(IRF-PAI\)](#) 

Providers should refer to the Centers for Medicare & Medicaid Services official guidelines at <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/InpatientRehabFacPPS/index.html>  and the [Internet-only manual, publication 100-02, chapter 1, section 110.](#) 