

THE BULLETPROOF PROGRESS NOTE CHECKLIST

Heartbeat Humor Academy

Come Laugh. Learn. Heal. Repeat.

Before you sign that note, give it the Bulletproof Check.

☐	WHEN - Date & Time Did I document the correct date and exact time of the event, assessment, or intervention?
☐	WHY - Reason for the Note Can someone tell from the first line exactly why I am charting?
☐	WHAT - Objective Facts Did I document what I actually observed, assessed, or measured? <i>Vitals - measurements - appearance - location - color - amount - behavior</i>
☐	WHO - Resident/Patient Statement When appropriate, did I document the resident's own words using quotation marks?
☐	NO TRASH - Keep It Clinical Did I remove opinions, assumptions, blame, gossip, emotional language, and anything I cannot support with facts?
☐	NOTIFIED - Communication Did I document who was notified, when they were notified, and any new orders or instructions received?
☐	CLOSURE - What Happens Next? Did I document the intervention, response, monitoring plan, follow-up, or what the next shift needs to know?

THE HEARTBEAT RULE

If another nurse can read your note and understand what happened, what you did, who you told, and what happens next - you did your job.

Chart the facts. Tell the story. Close the loop.