

## FORMAT OF MEDICAL TREATMENT NOTES PROGRESS & SOAP(E) NOTES

To ensure for the consistent and uniform completion of inmates' medical records, the continuous progress notes section is written using the following S.O.A.P. or "SOAP"

Note format:

**S = Subjective [Data]** – Inmate's complaint and answers to the provider's direct questioning about the current illness, other systemic complaints, past medical history, family medical history, and social history. Patient's complaint or explanation of an emergency.

**O = Objective [Data]** – Provider's pertinent findings in the physical exam, including vital signs, radiological imaging studies, and laboratory data.

**A = Assessment** – Provider's medical examination, examination, or opinion. Diagnosis or differential diagnosis arrived at after evaluation of the subjective and objective data.

**P = Plan** – Treatment provided or diagnostic/treatment plan developed based upon the assessment. Specific directions provided to the inmate.

(HSTM Ch. 5, 1.3.)

Contract health care providers may in some cases use the S.O.A.P.E. or "SOAPE" Note format, which adds one additional component:

**E = Education** – Provider's education of the inmate regarding a particular medical topic.