TEMPERATURE RECORDING FORM

AM & PM TEMPERATURES MUST BE CAPTURED TWICE DAILY DURING CLINIC OPERATING HOURS - EXACT TIME = DOWN TO MINUTES.

REMEMBER WHEN CAPTURING TEMPERATURE READINGS WRITE ONLY THE WHOLE NUMBER TO THE LEFT OF THE DECIMAL - (5.1= 5, 5.9 = 5. REMEMBER TO INCLUDE THE NEGATIVE SIGN FOR FREEZER TEMPS.

FILL IN ALL THE REQUIRED INFORMATION ON THE FORM - MONTH/YEAR, PIN#, FACILITY NAME, TVFC COORDINATOR EQUALS PVC OR SVC'S NAME. PRE-FILLING THIS FORM LEAVING OUT MONTH/YEAR AND PRINTING UP MULTIPLE COPIES WILL SAVE TIME; ADD MONTH AND YEAR WHEN PLACING ON UNIT.
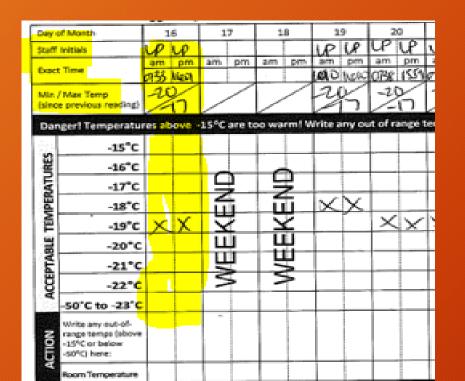
DON'T FORGET TO WRITE IN DATALOGGER EXPIRATON DATES INCLUDING BACKUP LOGGERS.

HOW TO CORRECTLY FILL IN TEMPERATURE LOGS

FRAUDULENT DOCUMENTING CONSISTS OF THE FOLLOWING:

ENTERING MISSED A.M. OR P.M. READINGS AFTER THE DAY HAS PASSED.

FILLING IN THE TEMP LOG ALL AT ONCE.