

**WAC 388-829C-360 What are the requirements for record entries?**

- (1) The companion home provider must ensure all record entries are:
  - (a) Made at the time of or immediately following the event;
  - (b) Made electronically or written legibly in ink;
  - (c) Signed and dated by the person making the entry;
  - (d) Stored securely; and
  - (e) Kept confidential.
- (2) To correct an error in a record entry, the provider must strike through the error in a way that the underlying text remains legible.

[Statutory Authority: RCW 71A.12.030, 71A.10.020 and 71A.12.040. WSR 18-22-106, § 388-829C-360, filed 11/6/18, effective 12/7/18. Statutory Authority: RCW 71A.12.30 [71A.12.030] and Title 71A RCW. WSR 07-16-102, § 388-829C-360, filed 7/31/07, effective 9/1/07.]