

MMSE Documentation Cheat Sheet

Reviewed by the BastionGPT Clinical Advisory Board · August 2026 · Reproduces no MMSE test content

The MMSE is a 30-point licensed cognitive screen sold per form; results and interpretation belong in the chart, the test content does not belong in templates. Below 24 is a screening convention, not a diagnosis, and the second edition's versions total 16, 30, and 90 points, so the version is part of the result.

Edition, version, and form the denominator is part of the score

Do: name original vs MMSE-2, the version (Brief 16 / Standard 30 / Expanded 90), Blue or Red form, authorized language.

Pitfall: "MMSE 22" alone; only the Standard Version is score-equated to the original.

Attention method (legacy) the two alternatives differ

Do: record whether serial subtraction or reverse spelling was used.

Pitfall: a method switch between visits charted as cognitive change.

Score with demographic context education moves the number

Do: chart the fraction plus education years, language, interpreter, sensory aids in place.

Pitfall: low-education misclassification; the population median with 0-4 years of schooling is 22.

Validity and completeness no prorating rule exists

Do: document refusals and untestable parts with reasons; report incomplete administrations as incomplete.

Pitfall: silent zeros, or prorating a partial administration into a standard total.

Domain pattern and function own words, no test content

Do: describe the broad pattern (orientation, retrieval, language, construction) and tie it to function and collateral.

Pitfall: identical totals treated as identical patients; the total is a composite.

Interpretation vs the convention 24 is not a verdict

Do: frame below-24 as below the conventional screening threshold, in demographic context.

Pitfall: verdicts; ceiling effects hide impairment in educated patients (barely half detected in one cohort).

Serial discipline compare like with like

Do: same edition, version, method, language, aids, and state; alternate forms; interval stated; function anchors meaning.

Pitfall: over-reading 2-point moves; reliable change runs roughly 2 to 7 points by cohort.

Before the note is signed

- ☐ Edition, version, and form named
- ☐ Attention method recorded for legacy administrations
- ☐ Score written over its denominator with context
- ☐ Incomplete parts documented, never prorated
- ☐ Domain pattern in own words; function tied in
- ☐ Interpretation framed as screen, not diagnosis
- ☐ Serial comparison checked for comparability

Drafting with AI

Give it the result facts only: edition, version, form, score, education and language context, prior results. Never any test content.

"Draft MMSE documentation: MMSE-2 Standard, Red form, 21/30 today vs Blue 25/30 fourteen months ago, same conditions, son reports new help with bills."

Never paste client-identifying information into consumer AI tools. BastionGPT is HIPAA-compliant with a signed BAA on every plan.

Out of 30

MMSE-2 versions: 16 / 30 / 90

3 to 8 chart lines

typical documentation

10 to 15 minutes

administration

Licensed per form

results chart freely

MMSE Documentation Template

Copy or print for your practice · Adapt fields to your organization's, payer's and jurisdiction's documentation requirements. Contains no MMSE test content.

Practice/clinic: _____ Patient (initials): _____ Date administered: _____

Edition and version: original / MMSE-2 Brief / Standard / Expanded: _____ Form: Blue / Red: _____ Language: _____

Score and context

Raw total over its denominator (30 / 16 / 90) · education years · interpreter · sensory aids in place · attention method for legacy administrations: serial subtraction / reverse spelling

Validity and completeness

Complete and standard, or which parts were refused or untestable and why · incomplete administrations reported as incomplete, never prorated

Domain pattern (own words)

Orientation · registration · attention · delayed retrieval · language · construction · no test content reproduced

Function and collateral

Basic and instrumental daily activities · medication and finance management · informant report

Interpretation

Screening result vs the conventional threshold in demographic context · not a diagnosis or stage · reversible contributors considered

Serial comparison

Prior date, edition, version, form, method, score · change in points · comparability check · reliable-change caution (roughly 2 to 7 points by cohort)

Plan

Reversible workup · monitoring · referral for fuller evaluation · reassessment interval and conditions

Clinician (name and credentials): _____ Signature: _____ Date: _____