

Title: Medical Records Completion

Document Owner: Teresa Onken	PI Team: N/A	Date Created: 11/01/1998
Approver(s): Denise Duschek, Karyn Delgado, Teresa Onken	Date Approved with no Changes: 03/19/2019	Date Approved: 03/19/2019 03/01/2000
Location: Saint Joseph Regional Medical Center (SJRMC)		Department: Medical Staff Office

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

1. Electronic records are available at all times. Practitioners are expected to complete all records on an ongoing basis as defined by Joint Commission and CMS. Suspension for timely completion of medical records is deemed to be a non-clinical, administrative action.
 - A. SUSPENSION OF MEMBERSHIP AND PRIVILEGES
 - 1) Health Information Management (HIM) Department will notify practitioners in writing and simultaneous phone call when records have aged to 14 days post discharge/disposition and include the suspension date. HIM will review records on a weekly basis.
 - 2) The 21 day notice will inform the practitioner that their records are delinquent. The practitioner will complete all delinquent records or their membership and privileges will be automatically relinquished (temporary suspension).
 - 3) If suspended, NO new admissions, surgeries or other elective procedures will be allowed after the date the physician’s clinical privileges have been suspended. Practitioners currently treating inpatients or have scheduled procedures/surgeries will be allowed to continue attending those patients until they are discharged.
 - 4) No reappointment will be made for any medical staff member or allied health provider with an outstanding balance owed.
 - 5) Medical Staff Office will notify practitioner and the appropriate medical staff departments that membership and clinical privileges are suspended immediately.
 - B. TO REGAIN MEMBERSHIP AND PRIVILEGES AFTER AUTOMATIC RELINQUISHMENT
 - 1) The practitioner is required to: Complete all delinquent medical records and payment of reinstatement fee of \$200.
 - 2) Upon completion of all delinquent records and upon receipt of a payment, the Health Information Management Department will notify the appropriate Medical Center departments that membership and clinical privileges are reinstated immediately.
 - 3) Requests for exceptions to the policy must be made in writing to the President of the Medical Staff. The Chief Medical Officer and Medical Staff Officers will review all requests for an exception. All delinquent records must be completed prior to the review. The Chief Medical Officer and Medical Staff Officers will grant exceptions to the policy on a “case-by-case” basis.

DEFINITIONS

Title: Medical Records Completion

Delinquency targets are defined as:

Documents to be Completed by:
1. Charts to be complete within 21 days post discharge. (Everything must be completed and signed.) HIM will send written notice when records have aged to 14 days post discharge/disposition
2. An operative report needs to be dictated or completed within 24 hours of the procedure. Dictation to be signed within 14 days of procedure.
3. Queries, while inpatient or after discharge, need to be responded to within 7 days of query.
4. Discharge summary dictation completed within (<u>14 days Mishawaka</u>), (<u>24 hours Plymouth</u>) after discharge with signature to be completed within 21 days post discharge.
5. Emergency Room Dictation to be completed within 24 hours of disposition with signatures to be completed within 21 days of disposition.

References/Standards:

- Policy Origin Date: November 1998 (M)
- Review Date: December 2009 (M), December 2012 (M), December 2015 (M), February 2016 (P), December 2018 (M), March 2019 (M & P)
- Revised Date: September 2008 (M), December 2014 (M&P), March 2019 (M), May 2019 (P)
- Effective Date: March 2000 (M)
- Reviewed/Recommended By: Medical Executive Committee
- Policy 63