

## **Medical Staff Delinquent Medical Records Policy**

**POLICY:** A medical record delinquency occurs when the required contents of the medical record have not been completed within a specified timeframe resulting in an incomplete medical record. It is the Policy of the Medical Staff that all privileged Practitioners and Advanced Practice Clinicians (APC) comply with medical record requirements in accordance with the specified timeframes established by the Medical Staff or Hospital.

**PURPOSE:** To define delinquency and medical record completion requirements as well as set forth the automatic suspension process that will be followed for Practitioners or APCs with delinquent medical records.

### **PROCEDURE:**

1. Failure to Complete Medical Records
  - a. Practitioners and APCs are responsible for timely entry of clinical information and prompt completion of the patient's medical record in accordance with applicable Medical Staff governing documents and Hospital policies. Failure to do so shall result in the actions described in this Policy.
  - b. A medical record is considered delinquent when any portion of the medical record (e.g, a medical history and physical, operative note/report discharge summary, etc.) is not completed in accordance with the time period specified in the applicable section of the Medical Staff Rules and Regulations or applicable Hospital policy. Health Information Management (HIM) will notify the Practitioner or APC of medical record deficiencies in accordance with applicable HIM procedure.
2. Action Regarding Delinquent Operative/Procedure Reports
  - a. If an operative or procedure report is not completed within twenty-four (24) hours after the surgery or procedure, the Practitioner that performed the surgery or procedure will be notified by HIM.
  - b. Failure by the Practitioner to complete the delinquent operative or procedure report within twenty-four (24) hours after notice of the deficiency by HIM, shall result in an automatic suspension of the Practitioner's ability to schedule new surgical cases until all of the Practitioner's delinquent operative/high-risk procedure reports are completed.
3. Automatic Suspension for Delinquent Medical Records
  - a. If any part of the medical record remains delinquent (i.e., incomplete) thirty (30) days after the patient's discharge, HIM shall notify Medical Staff Services.
  - b. The Practitioner's Medical Staff appointment and Clinical Privileges (or the APC's Clinical Privileges) shall be automatically suspended as a result of such delinquent medical records as of the thirty-first (31<sup>st</sup>) day after patient discharge subject to the limited exceptions set forth in Section 9.4-2 (b) of the Medical Staff Bylaws (for Practitioners) and in Section 7.4-2 (b) of the APC Policy (for APCs).

Written notice of the automatic suspension shall be provided to the Practitioner or APC by Medical Staff Services.

- c. The automatic suspension will continue until Medical Staff Services receives notification from HIM that all of the delinquent medical records have been completed by the responsible Practitioner or APC.
- d. Repeated failure to timely complete medical records (or components thereof) may result in referral of the Practitioner or APC to the Medical Executive Committee for appropriate action pursuant to the Medical Staff Bylaws or APC Policy, as applicable.