



SAINT JOSEPH
Regional Medical
Center, Inc.

Original Date: *NOVEMBER 1998*
Revised Date: *FEBRUARY 2004*
Review Date: *APRIL, 2002*
Effective Date: *MARCH 2000*

This policy replaces all other existing policies/procedures on the effective date.

MEDICAL RECORD COMPLETION POLICY AND PROCEDURE

AUTHOR(S): Health Information Management Committee, Medical Staff Executive Committee

SCOPE: Saint Joseph Regional Medical Center – South Bend Campus

PRACTICE PERSONNEL: Medical Staff Members and those with Clinical Privileges.

POLICY:

Physicians must complete all available medical records weekly. This requirement is deemed to be a non-clinical, administrative factor. The physician's practice will be notified by the Health Information Management Department staff if there are records to be completed. The physician's privileges shall be automatically suspended at 8:00 am on the 2nd Monday following notice if the physician does not complete all available records for which notice was previously provided. Medical Records are available in the Health Information Management Department and specified clinical areas following patient discharge.

No admissions, surgeries or other elective procedures will be scheduled after the date the physician has been placed on temporary suspension.

Upon completion of records, the Health Information Management Department will notify the appropriate Medical Center departments that clinical privileges are reinstated immediately.

Exceptions to the above may be granted by the President of the Medical Staff.

After six automatic suspensions during any calendar year, the physician's membership and privileges shall be automatically terminated based upon this non-clinical, administrative factor. At this point, the physician must complete all available medical records, reapply for medical staff membership and privileges, and pay all appropriate fees, including a reapplication fee of \$200.

The records of all inpatient and outpatient discharged patients shall be completed within a period of time that will in no event exceed thirty days following discharge.