



## Policy & Procedure

DEPARTMENT: Medical Staff	ORIGINAL: January 2011	PAGE: 1 of 2
POLICY: Delinquent Medical Records	REVIEWED:	
APPROVAL: Medical Staff 02/21/2011 Board of Trustees 02/22/2011	DATE:	REVISED:

**POLICY:** Medical Record Delinquencies

**PURPOSE:** To outline the process utilized when medical record deficiencies are not completed as required by the Health Central Medical Staff Bylaws.

**OBJECTIVE:** To encourage timely completion of all medical records.

**DEFINITIONS:**

- Authentication      The date, time, practitioner signature and ID number.
- Deficiency            Any required element of a patient record that is incomplete less than 30 days after discharge of the patient.
- Delinquency          Any required element of a patient record that remains incomplete greater than 30 days after discharge of the patient.
- HPF                    Horizon Patient Folder is the program that holds the scanned medical records and calculates deficiencies and delinquencies.
- Required Elements:   H & P, Operative Report, Discharge Summary, Consults and Co-Authentication where applicable.

**PROCEDURE:**

In accordance with the Health Central Medical Staff Bylaws and regulatory standards, medical records are considered delinquent if all required documents are not completed and authenticated by the physician within thirty (30) days of the discharge of a patient.

Health Information Services produces HPF reports weekly, listing all medical record deficiencies and notifies the practitioner weekly, (by the practitioner's preferred choice of telephone, fax or email), of the outstanding records to be completed.

Health Information Services notifies practitioners of the delinquent medical records and resulting monetary fine(s) as follows:

- a. Delinquent records at +30 days = \$100 fine (Total \$100.00)  
Letter from HIS Medical Director



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- b. Delinquent records remaining at +45 days = \$100 additional fine (Total \$200)  
Letter from HIS Medical Director
- c. Delinquent records remaining at +60 days = \$100 additional fine (Total \$300)  
Personal contact by HIS Medical Director
- d. Delinquent records remaining at +75 days = \$100 additional fine (Total \$400)  
Certified letter from appropriate Section Chief
- e. Delinquent records remaining at +90 days = Voluntary relinquishment of all  
clinical privileges and resignation from the medical staff.

All fines are due (and made payable to Health Central Medical Staff Applications) within thirty (30) days of the completion of records. Any fines not paid within thirty (30) days shall continue to increase by \$100 every thirty (30) days thereafter until all fines are paid.

If a practitioner has delinquencies remaining at +45 days 3 times during a 6 month OPPE review period there will be an additional \$500.00 fine.

If a practitioner has delinquencies remaining at +45 days 3 times during each of 2 consecutive OPPE review periods, the practitioner will be referred to the Practitioner Performance Improvement Committee.

Should incorrect assignment of a deficiency be discovered and validated, the physicians involved will not be fined if such deficiency is completed within thirty (30) days of discovery.