

Major Hospital A Major Health Partner	Completion of Medical Records MS-14
Does this policy meet a regulatory requirement? _X_ Yes      __No	Formulated by: Approved by: Medical Executive Staff, Board of Directors Effective Date: 08/16/1990

**PURPOSE:      To ensure the timely completion of patient records.**

**GUIDELINE STATEMENTS:**

1. Upon discharge of patient, Health Information will assemble the chart in proper order.
2. A deficiency will be electronically tagged for incomplete items.
3. After the deficiency has been tagged the chart appears in the physician incomplete record que for electronic completion.
4. On the first of each month a copy of the “Delinquent Record Count” is made and distributed to the President/CEO and his/her designees (CFO, VP’s, Medical Staff Office and Director of the Hospitalist Program).
5. Reviewed & Revised

Reviewed	Revised
03/04/2013	05/23/16
	06/22/16
	12/11/19
	06/27/22

**\*UPDATE WEBSITE WITH REVISIONS\***

6. Reference: HFAP Hospital Manual 2021 10.01.20 Medical Record Delinquency