

 Major Hospital	Completion of Medical Records
SPP: MS-14 Cancels: AS-35 (dated 08/16/1990)	Formulated by: Approved by: Medical Executive Staff, Patient Services & Planning, Board of Directors Date Approved: 06/28/2010 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. Each Friday 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

UPDATE WEBSITE WITH REVISIONS