

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 queue 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
	03/06/26

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

- 6. Reference: ACHC Hospital Manual 2026 10.01.20 Medical Record Delinquency**