

Section 9	Clinical Policies	12/01/90	-Originated
Subject 9.2	Patients' Records	02/02/12	-Reviewed w/ changes -Reviewed w/o changes
Policy 9.2.9	Delinquent Medical Record Management	03/02/12	- Effective Health Information Management -Author

Delinquent Medical Record Management

Definitions

Delinquent Medical Record: A medical record that remains incomplete more than 30 days after the inpatient, observation or day surgery discharge, or outpatient encounter. The specific documentation elements that are tracked for delinquency status include admission H&P, operative report, discharge summary, and clinic note.

Policy

Medical records are clinically pertinent and should be completed within thirty (30) days of an inpatient, observation or day surgery discharge, or outpatient encounter. Autopsy reports should be completed within 60 days. If records are not completed within these timelines then they are considered delinquent.

Institutional delinquency criteria are developed by the Health Information Committee based on The Joint Commission and other regulatory agency standards, as well as the Medical Staff *Rules and Regulations*. UTMB clinical departments and entities are encouraged to enforce their own, more stringent criteria and policies for record completion purposes.

This policy has been approved by the Health Information Committee and the Medical Staff Executive Committee (MSEC). Actions taken by the MSEC may become a permanent part of the quality file of the practitioner.

Procedure

The following procedure is to be used when implementing corrective action for medical staff members with delinquent inpatient, observation or day surgery, or outpatient encounter medical records. Notification of corrective action will be sent by Medical Staff Services after review by MSEC as follows:

1. On a monthly basis, Health Information Management (HIM) notifies the MSEC of any practitioner who has an outstanding delinquent medical record.
 2. Corrective action by the MSEC, and the Medical Staff Office as appropriate, may include:
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UTMB HANDBOOK OF OPERATING PROCEDURES

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**Procedure,
continued**

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- a. A request that the practitioner complete all records within 7 days or lose clinical privileges until the delinquent records are completed;
 - b. Medical Staff suspension, as outlined in the Medical Staff Bylaws;
 - c. Limitation or reduction of clinical privileges; and
 - d. Other appropriate action as determined by the MSEC.

References

IHOP Policy 9.2.6, *Medical Record Access*
IHOP Policy 9.2.13, *UTMB Medical Record Policy*
Bylaws and Rules and Regulations of the Medical Staff
Faculty Group Practice: Document Completion Policy