

**Miriam Hospital**

**Subject:**  
Physician Suspension for Failure to  
Complete Medical Records

**File Under:**  
MS-17 and HIS -01

**Issuing Department:**

HEALTH INFORMATION  
SERVICES

**Latest Revision Date:**  
08/15/2005

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02/2008

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**Original Procedure Date:**  
4/01/72

**Approved By:**

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Director , Registration and  
Health Information Services

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Executive

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**Policy:**

It shall be the policy of the Miriam Hospital in its efforts to provide quality care that each professional staff member maintain accurate, concise and up to date records on all patients. All medical records shall be complete thirty days post discharge. Health Information Services shall notify physicians of their incomplete medical records status and report all delinquent medical records to administration.

1. All records must be maintained to adhere to good clinical practice, legal requirements, JCAHO standards, Department of Health, and third party payer requirements. In its efforts to provide quality care to its patients The Miriam Hospital shall require all physicians to complete all medical records within 30 days post discharge.
2. Physicians with delinquent records face automatic suspension and revocation of clinical privileges and appointment to medical staff unless their records are completed in accordance with the Rules and Regulations of the Medical Staff Section XIII Medical Records. A medical record is considered delinquent when the required documentation or signatures are not present in the chart 30 days from discharge.
3. Physicians with incomplete /delinquent medical records receive a "Notice of Pending Suspension" from Health Information Services monthly. This notice informs physicians that they have fourteen (14) days remaining to complete delinquent medical records before their elective admitting privileges are suspended and elective admissions and surgical procedures cannot be scheduled. Privileges are not reinstated until delinquent medical records are completed.

## **Procedure**

1. A calendar is prepared with all dates identified for the year. All physicians on staff receive a copy by the first of each year. The suspension schedule is set for a thirty-day cycle, with 2 separate notifications are sent to physicians.
2. On the first Friday of each month a “Notice of Pending Suspension” is sent to all physicians who have incomplete/delinquent records. This notification informs physicians that they have 14 days to complete any delinquent records. Failure to complete delinquent records within this time frame will result in suspension of privileges.
3. A Notice of Suspension under the President of the Medical Staff’s Signature will be sent to all physicians who have failed to complete their records by the suspension date.
4. Suspension lists will be submitted to the following areas:
  - Scheduling Departments
  - Surgical Booking Office
  - Cardiac Cath Lab
  - Medical Staff Office
  - Department Chiefs
  - Executive Administrators for Medicine and Surgery
  - Chief Financial Officer
  - Chief Executive Officer

Physicians are not permitted to book any elective admission or schedule an elective surgical /invasive procedure.

When all delinquent records have been completed, the physician will be removed from the suspension list. Appropriate areas will be notified of the change in status.