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FILING OF INCOMPLETE MEDICAL RECORDS

PURPOSE:

To define the guidelines for filing Incomplete medical Records for physicians who have resigned or on Leave of Absence.

POLICY:

1. Upon resignation from staff or before taking Leave of Absence, the physician will notify Health Information Management and arrange to complete all medical records for which he/she is responsible.
2. Records that cannot be completed by the attending HIM will notify the Department Chairman.
3. If record completion cannot be resolved at the department level, Hospital Administration will be notified.
4. The determination will be made if the record will be referred to the Medical Record committee to complete for filing.

PROCEDURE:

1. Upon determination by the Medical Records Committee, the chart will be deemed complete for filing purposes and Health Information Management Manager or Supervisor will administratively close all deficiencies.
2. A sticker will be placed on the face sheet of the paper lite chart with the date of the committee determination. For Electronic Health Records a flag representing incomplete deficiencies will be placed on the electronic medical record.
3. The sticker states: "This chart has been filed incomplete by order of the Medical Records Committee."
4. The incomplete paper lite chart will then be filed in the patient's unit folder.