ACCURACY AND TIMELINESS OF RECORD COMPLETION

Purpose:

To define a process by which the transmission of data and information is both timely and accurate.

Policy:

1. A patient’s medical record is complete when the following criteria are met:
   A. It’s contents reflect the patient’s condition on arrival, diagnosis, test results, therapy, condition and in-hospital progress and condition at discharge; and
   B. It’s contents, including any required discharge summary or final progress notes, are assembled and authenticated; and
   C. All final diagnoses and complications recorded without the use of symbols and abbreviations.

2. The Administration and medical staff shall provide for the ongoing program for standardization of the medical record format based upon the user needs.

3. Medical records shall be accessible 24 hours a day, seven days a week.

4. Chart Completion Policy (Please see Chancellor’s Memorandum #17 for additional information)
   A. Records not completed within 30 days of discharge are considered delinquent.
   B. The Medical Records Department performs a weekly count of all incomplete and delinquent charts on Monday or the next business day if a holiday falls on Monday.
   C. A copy of the weekly chart count is e-mailed to the Hospital’s Medical Director, the Clinical Department Heads and Hospital Administration for review and corrective action.
D. House Officers scheduled to rotate to local facilities are not exempt from their chart completion responsibilities at LSUHSC-Shreveport during the time of rotation. House officers scheduled to rotate to clinical sites outside the Shreveport Metropolitan area must complete all available incomplete records prior to departure.

Reference: Chancellor's Memorandum 17

Administrator

5/18/04

Date

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