



**IMPORTANT**  
**ACTION REQUIRED!**  
**PLEASE SIGN, DATE, AND RETURN**  
**BY FAX TO 573-986-5978**  
or EMAIL to [averges@sehealth.org](mailto:averges@sehealth.org)  
*Thank you!*

March 23, 2016

Memorandum

**DELINQUENT MEDICAL RECORDS**

**I. SCOPE**

The information herein applies to all physicians who hold privileges at Southeast Hospital. Thank you in advance for your cooperation and dedication to patient safety and professionalism by maintaining complete, timely, and accurate documentation within the medical record.

Please *sign and print your name* at the bottom of this memo indicating that you have read and understand and return to the Medical Staff Services Department. If you have questions, please do not hesitate to call any of the Medical Executive Committee officers, or the Chief Medical Officer.

**II. PURPOSE**

The purpose of this memorandum is to reduce the number of delinquent medical records and increase compliance with regulatory standards by adherence to the following excerpts from the Medical Staff Bylaws, Rules and Regulations.

**III. REQUIREMENTS**

*Excerpts from the Medical Staff Bylaws, Rules and Regulations:*

**Rules and Regulations, 5.07 – Chart Completion Rules** (See also Medical Staff Bylaws, Article IX, Section 9.07 (A) (1))

- A. Incomplete charts are those which are deficient of a history and physical report, a discharge summary, operative notes, authenticated physician orders, reports of consultation, or the absence of signatures.
- B. Overdue charts are those incomplete charts which have remained incomplete over 21 days from the date of discharge.
- C. The Medical Records Department will determine which physicians have overdue records weekly. A notification specifying the number of overdue records will be sent to each physician with overdue records. Failure to complete all overdue records will be deemed the Voluntary Relinquishment of Certain Privileges and Prerogatives as described in F, below, effective twenty-four (24) hours after the expiration of the grace period. Illness or absence from the community

- neither shortens nor lengthens the time available to complete such records.
- D. Voluntary relinquishment of privileges shall be in effect pursuant to Article IX, Section 9.07 (A) (1) of the Medical Staff Bylaws. Voluntary relinquishment of privileges is considered administrative in nature, and is therefore not reportable to the National Practitioner Data Bank.
  - E. Overdue records remaining incomplete 30 days following discharge are considered delinquent. Voluntary relinquishment of privileges shall become effective at 30 days following discharge and shall remain in effect until all delinquent records are completed. When illness or absence from the community prevents completion of medical records, the physician will be expected to complete all delinquent records within seven days of returning to practice and will be allowed to admit patients during that time.
  - F. During the period of time when privileges are relinquished:
    - (1) Practitioners shall not:
      - (a) perform outpatient procedures or surgery
      - (b) admit inpatients, outpatients, or observation patients
      - (c) accept an inpatient in transfer.
    - (2) Primary Care Physicians (Family Practice, Internal Medicine, and Pediatrics) when suspended will not be on ER Call.
    - (3) Non Primary Care Physicians, when suspended, remain responsible for emergency call
  - G. This policy is intended to ensure that medical records are kept current except in the most extenuating circumstances. It is not consistent with the purpose or intent of this rule to deliberately circumvent it by admitting or scheduling services under the name of one physician with the intent of later changing such name to another physician. Any such activity will be deemed a violation of the Medical Staff Rules and Regulations.
  - H. For good cause, the President of the Medical Staff or his designee may waive or defer the enforcement of the automatic suspension rules on a practitioner on a case-by-case basis.

**Bylaws, 9.07 – Automatic Modification or Suspension of Clinical Privileges for Administrative Reasons**

- A. Voluntary Relinquishment of Certain Privileges and Prerogatives. Clinical privileges shall be automatically modified or suspended upon the occurrence of any of the following events. The practitioner’s privilege modification or suspension may be lifted immediately upon verification that the reason for modification or suspension has been resolved.
  - (1) Failure to Complete Medical Records. A practitioner shall be deemed to have voluntarily relinquished certain privileges if, after having been warned of delinquency, he fails without excuse to complete medical records in accordance with Section 5.07 of the Medical Staff Rules and Regulations. The relinquishment shall run concurrently with the period of delinquency. During the period of relinquishment the practitioner is not permitted to perform outpatient procedures or surgery, or admit inpatients, outpatients, or observation patients.

**This memorandum is effective April 15, 2015**

*Dianne Woolard, MD, President, Medical Staff*  
*Adekunle Obisesan, MD, President-Elect, Medical Staff*

**ACKNOWLEDGEMENT:**

I have read and understand the information contained within this Memo and agree to adhere to the Medical Staff Bylaws, Rules and Regulations as set forth by the Hospital Board of Directors:

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date