

**POLICIES & PROCEDURES**

<b>Name of Policy: Physician Suspension</b>	<b>Policy #: 106.19</b>
<b>Pages: 2</b>	<b>Effective Date: October 26, 2004</b>
<b>Reference:</b>	<b>Revision Date: July 18, 2007</b>

**I. PURPOSE**

To ensure appropriate and timely completion of medical records at Harris Methodist Southlake Center for Diagnostics and Surgery (HMSCDS).

**II. POLICY**

The Health Information Management (HIM) staff shall consistently follow the guidelines set forth in this policy to ensure appropriate notification is provided to physicians regarding any incomplete medical records. Said records shall be completed within thirty (30) days of patient discharge.

**III. PROCEDURE**

1. One day in advance, the HIM staff shall pull all deficient records of physicians with scheduled cases at HMSCDS for the following day. The HIM staff shall also follow up with the coding staff to see if there are any outstanding records.
2. These records will be tagged and placed in confidential envelopes for the appropriate physicians and placed in the Physicians Lounge or the Physicians Dictation area that morning. A notice will be placed in several areas frequented by physicians as a reminder of charts to be completed.
3. At the end of the day, the HIM staff shall pick up all medical records and assess them for completion.

**VI. MEDICAL RECORD DELINQUENT PROCESS / PROCEDURES**

1. If records are not completed through the process within fourteen (14) days when the record was assigned to the physician, an initial letter or faxed notice of deficiencies will be sent to the physician’s office. (See attachment)
2. If records are not completed through the process within twenty one (21) days when the record was assigned to the physician, a second letter or faxed notice of deficiencies will be sent to the physician office. (See Attachment)
3. These notices will request the physician to come to the HIM Department or call for arrangements to be made to leave records in the physician’s dictation

**POLICIES & PROCEDURES**

**Name of Policy: Physician Suspension**

**Policy #: 106.19**

**Pages: 2**

**Effective Date: October 26, 2004**

**Reference:**

**Revision Date: July 18, 2007**

area or lounge to be completed. After hours records can be taken to the inpatient area.

4. Practitioners with incomplete medical records deficient for thirty (30) days following the assigned date will have all hospital inpatient and outpatient admitting privileges suspended. HIM Department will notify all affected physicians' offices of impending day suspension the day prior to suspension via phone conversation.

A Notification letter of any suspension will be sent via certified mail, return receipt requested.

5. A physician will remain in suspension until all his/her delinquent records are completed.
  - a) Scheduling of new admissions and/or surgery will not be permitted.
  - b) Physicians are allowed to provide continued care to current inpatients and patients already scheduled for surgery or to provide care in the case of an emergency.
  - c) An "emergency" being defined as: "a condition in which the life of a patient is in immediate danger and any delay in administering treatment would add to that danger".
6. Should illness or absence prevent the physician from completing his/her records consistent with the above stated timelines, the physicians' office should notify the HIM Department. An extension will be granted not to exceed the length of the illness or absence.
7. After third suspension for delinquent medical records in a year, the physician will receive a letter from the Chief of Staff warning him/her that a fourth suspension may result in termination of his medical staff membership and clinical privileges.
8. Physicians with medical record suspension will be reported monthly to the Medical Executive Committee (MEC). In addition suspension imposed on a physician shall be made part of the Practitioner's Credentials file.

**POLICIES & PROCEDURES**

**Name of Policy: Physician Suspension**

**Policy #: 106.19**

**Pages: 2**

**Effective Date: October 26, 2004**

**Reference:**

**Revision Date: July 18, 2007**

9. Failure to complete the medical records within three (3) months from the date of such suspension shall constitute a voluntary relinquishment of all clinical privileges and resignation from the Medical Staff.