**Barrett Hospital and Healthcare**

**Medical Staff Rules and Regulations**

**3.12 . NON-COMPLETION CONSEQUENCES   The patient's medical record shall be complete within 7 days of discharge.**

3.12.1 If the record remains incomplete seven days after a patient’s discharge, the Health Information Management Department shall notify the provider.

3.12.2 If the record remains incomplete 14 days after discharge the HIM department shall notify the CEO or designee, who will notify the provider that their privileges will be suspended if the record is not complete by 21 days post discharge.

3.12.3 HIM will remind the provider of the pending suspension on the working day prior to the suspension.  If the record is not complete by the scheduled suspension date, the CEO or designee will notify the provider in person that his/her admitting and outpatient privileges are suspended as of 0800 the next morning until the record is completed.  Affected clinical departments shall be notified of this action at that time (0800).

3.12.4 Such provider shall remain suspended until the records have been completed.

3.12.5 Three such suspensions of privileges within any 12-month period shall be sufficient cause for disciplinary suspension.

3.12.6 The completion of medical records may be delayed pending completion of final laboratory and diagnostic reports; it is the responsibility of the provider to notify HIM of any such reason for delay.

3.12.7 If the provider is unavailable at the time of suspension due to unexpected absence or illness, he/she will be notified upon return that he/she has 24 hours to complete the records.