

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: <b>HEALTH/MEDICAL RECORD: PHYSICIAN OF RECORD: INPATIENT, EMERGENCY DEPARTMENT</b>	Original Issue Date: 2/06/78	Policy # <b>405</b>
	Supersedes: 10/10/17	Effective Date: 7/10//23
Policy Owner(s): Director of Health Information Management Senior Executive Officer: Chief Operations Officer		
Departments Consulted: Health Information Management Medical Administration Health Information Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by:  Chief Operations Officer
		Chief Executive Officer

## PURPOSE

To provide guidelines for the medical staff regarding their role and responsibility as inpatient or emergency physician of record to support patient safety through the maintenance of the patient's medical record in accordance with federal and State laws.

## POLICY

The physician of record shall be a licensed attending physician with active medical staff privileges to diagnose and treat patients within the Los Angeles General Medical Center. The inpatient or emergency physician of record is defined as the provider in charge of the overall care and medical condition of the patient.

For medical records of inpatient hospitalization, observation, or emergency department visit, the physician of record to whom the patient is assigned shall be held responsible for the preparation of a complete health/medical record including history and physical, adequate progress notes, final diagnoses, and consent form(s) for each patient. This record shall include identification data, medical complaints, personal history, family history, history of present illness, physical examination, and medical decision making of present illness. Also, the physician of record is responsible for the requesting and reviewing of special reports such as consultations, clinical laboratory tests, x-rays, surgical treatment, operative reports, pathological findings, progress notes, final diagnoses, condition at discharge, follow-up, and autopsy reports when required.

## PROCEDURE

1. Documentation in the medical record will include the name of the Attending Physician of Record throughout the entire hospitalization, observation or emergency department visit.
2. The Attending Physician of Record in the electronic medical record shall be updated when there is a change in attending physician of record, service, or site of service associated with a change of attending.

## RESPONSIBILITY

		Page 2	Of 2
Subject: <b>HEALTH/MEDICAL RECORD: PHYSICIAN OF RECORD</b>	Effective Date: 7/10/23	Policy # <b>405</b>	
	Executive Director's Initials:		

Administrators  
Attending Staff  
Director of Health Information Management

**PROCEDURE DOCUMENTATION**

Health Information Management Policy and Procedure Manual  
Attending Staff Rules and Regulations

**REFERENCES**

Federal Register 49F.R.4230, Section 412-46, Medical Practice Act, 1975  
California Code of Regulations, Title 22 § 70749. Patient Health Record Content

Medicare Conditions of Participation (CMS) 482.24(c)  
DHS Policy #310.1, Physician of Record  
TJC RC.02.01.01.01, RC.02.01.01.02, MS.03.01.01, MS.03.01.03

**REVISION DATES**

1994; October 13, 1998; April 9, 2002; April 19, 2005; September 29, 2008; November 12, 2013;  
October 10, 2017; July 10, 2023