



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: COMPLETION OF HEALTH RECORDS

Policy No.: A304
Supersedes: December 7, 2010
Revision Date: December 3, 2015
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PURPOSE:

To provide a complete medical record to:

- 1) facilitate the continuity of patient care by the healthcare provider;
- 2) provide an adequate database for reviewing the quality and appropriateness of patient care.

POLICY:

It is the responsibility of each physician to complete health records. The patient's health record shall be completed at the time of discharge, including progress notes, final diagnosis, required signatures and discharge summary.

Incomplete records shall ultimately be the responsibility of the Chief of Service. If the records are still incomplete after 14 days, they shall be considered delinquent, and there shall be sufficient cause for disciplinary action including suspension of the qualified Practitioner.

A health record shall not be permanently filed until it is completed by the qualified Practitioner or is ordered filed by the Medical Records Committee.

Health Information Management (HIM) shall be responsible for notifying practitioners monthly of incomplete records. HIM shall notify the appropriate Chief of Service, Department Chair, Chief Medical Officer and the Chief Operations Office of those health records that become delinquent, and submit a list of delinquent records by service to the Medical Records Committee.

REFERENCE: Department of Health Services, Policy No 390
RLANRC Professional Staff Rules and Regulations
State Regulations, Title XXII

FT:dk

EFFECTIVE DATE: September 23, 1983

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVEDBY:

Signature(s) on File.