

**OLIVE VIEW-UCLA MEDICAL CENTER  
HEALTH INFORMATION MANAGEMENT SERVICES  
POLICY & PROCEDURE**

**NUMBER: 1510  
VERSION: 2**

**SUBJECT/TITLE:** HIMS - COMPLETION OF ELECTRONIC HEALTH RECORD - DCU

**POLICY:** Olive View-UCLA Medical Center staff shall complete medical records in accordance with timeliness, data element and legibility standards.

**PURPOSE:** To ensure all charts are completed in a timely manner.

**DEPARTMENTS:** HEALTH INFORMATION MANAGEMENT SERVICES / Discharge Clearance Unit (DCU)

**DEFINITIONS:** Completion of Inpatient charts

**PROCEDURE:** All hospital policies shall be consistent with, and incorporate as necessary, all departmental policies and practices concerning date standards, as well as all licensure and accreditation requirements relating to the completion of medical records. At a minimum, each policy shall include specific requirements relating to the following standards:

A. Standards

1. All required entries to a patient's medical record shall be made as soon as possible following the date of the patients visit, discharge or death, except in extenuating circumstances. In no case shall entries be delayed for a period of more than 14 days following such date.
2. Operative reports shall be dictated or written into the medical record immediately following surgery.
3. Initial work ups shall be completed and entered into the medical record with-in a specified period. In no case should this period exceed 24 hours.
4. A requirement shall specify completeness of entries for all required data elements and legibility of record entries. In no case should this period exceed 14 days following the patients discharge.
5. Procedures shall specify mechanism for notifying the responsible practitioner when medical records are delinquent.

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6. Procedures shall specify a mechanism for graded disciplinary action when deficiencies remain uncorrected.

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| References: California Administrative Code, Title 22.<br>Accreditation Manual for Hospitals, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) |                  |
| Approved by: Tillie Acosta (Medical Records Director I)  | Date: 07/07/2017 |
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