

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

**NUMBER: 1526
VERSION: 1**

SUBJECT/TITLE: HIMS - DISCHARGE CLEARANCE UNIT

POLICY: Designed to capture Inpatient Charts in an effort to expedite the organization, analyzing for deficiencies, diagnostic coding for revenue purposes, completion of dictation and documentation by physicians and/or nursing staff as well as to assist in the financial screening process. Charts will be housed in the DCU only if it has physician deficiencies.

PURPOSE: Completion of the discharge patient process and the timely completion of the medical record

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

DEFINITIONS: To make sure the DCU receives all discharged patients charts the day after discharge.

PROCEDURE: DCU staff will complete an a.m. and p.m. pick up of all current or previously discharged charts from all units. While on their sweep they are to take with them a copy of the daily discharge register/charts not received report and check off all the discharged charts received as they are picking them up. If they are missing any at that time they are to ask the charge nurse if he/she would assist you in locating the missing chart. If you are unsuccessful on the a.m. shift the DCU clerk will then check for it on the evening sweep or the following day.

Chart retrieval hours are 8:30 a.m. and 6:00 p.m.

All charts will be taken to the discharge unit where the clerk will log them in, separate them by service and distribute to the proper clerks to assemble, analyze, and complete deficiency control.

The charts will then be moved to the appropriate designated service area.

Medical coder will assign all appropriate codes and return to DCU.

Charts will then be distributed to the appropriate designated service area and defined below:

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Incomplete Charts - will be assigned to the appropriate service pending completion.

Completed Charts – deficiencies removed and charts will be identified as completed inpatient charts (CIC) and filed into the master file or oversized outpatient chart.

Hours of operation Sunday – Saturday 7:00 a.m. – 11:00 p.m.

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References:	
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