

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** MEDICAL RECORD DEFICIENCY REVIEW GUIDELINES**POLICY NO.** 390

PURPOSE:: To provide a complete medical record to: 1) facilitate the continuity of patient care by the healthcare provider; 2) to provide an adequate database for reviewing the quality and appropriateness of patient care. This review will assure that DHS facilities have an effective communication tool to serve the many users of medical information.

The JCAHO's requirements for inpatient medical record review appear in the "Accreditation Manual for Hospitals" in the MEDICAL RECORD SERVICES (MR) MR.1. The outpatient care requirement for outpatient medical records appear in the Ambulatory Care manual.

POLICY:: Medical Information Services will review the medical record content for the presence or absence of timely clinical documentation. To assure compliance with JCAHO and Ambulatory Care standards, Medical Information Services review shall:

1. Be conducted on 100% of inpatient and appropriate sample of outpatient visits as determined by each facility.
2. Show objective evidence that records are reviewed (inpatient/outpatient).
3. Report of review findings forwarded to the appropriate medical staff committee.

MIS is responsible for completion of deficiency review, but not for the quality and appropriateness of the record, this is the function of the Medical Staff.

AUTHORITY:: California Administration, Title XXII, Section 70747
Accreditation Manual - JCAHO.
Business and Professions Code, Section 805
Attorney General's Opinion, NO. DV 74-21: December 9, 1975.

CROSS REFERENCE:: DHS Policy #310 - Physician of Record
DHS Policy #314 - Informed Consent

EFFECTIVE DATE: Nov 01, 1991

SUPERCEDES: November 1, 1990

APPROVED: Signature on File
