

HARBOR-UCLA MEDICAL CENTER

SUBJECT: COMPLETION OF MEDICAL RECORD

POLICY NO. 615

POLICY:

Harbor-UCLA Medical Center staff shall complete medical records in accordance with timeliness, data element and legibility standards.

PROCEDURES:

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 patient's 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 after surgery.
3. Initial work-ups shall be completed and entered into the medical record within 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 patient's discharge.**
5. Records shall be returned to the Medical Record File Room by the end of the day of a patient's clinic visit, and shall be sent to the Medical Records File Room by the end of the day of an inpatient's discharge.
6. Procedures shall specify a mechanism for notifying the responsible practitioner when medical records are delinquent.
7. Procedures shall specify a mechanism for graded disciplinary action when deficiencies remain uncorrected.

GUIDE AND AUTHORITY:

California Administrative Code, Title 22.
 Business and Professions Code, Section 805.
 Attorney General's Opinion, No. DV 74-21 - December 9, 1975.
 Accreditation Manual for Hospitals, Joint Commission on Accreditation of Healthcare Organizations.

REVIEW SCHEDULE:

Three years.


EFFECTIVE DATE: 09/83


SUPERSEDES:

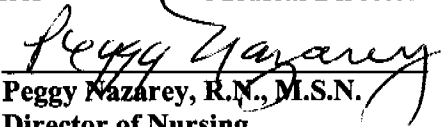
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CROSS REFERENCES:

Hospital and Medical Administration Policy No. 310 "Physician of Record."

Hospital and Medical Administration Policy No. 604 "Informed Consent."

Hospital and Medical Administration Policy No. 619A "Medical Records Control Policy."