



Harbor-UCLA
MEDICAL CENTER

*To improve health
through leadership,
service and education*

Miguel Ortiz-Marroquin
Interim, Chief Executive Officer

Gail V. Anderson, Jr., M.D.
Chief Medical Officer

Peggy Nazarey, RN
Chief Nursing Officer

1000 West Carson Street
Torrance, CA 90509
Fax: (310) 782-8599

MEDICAL DIRECTOR'S OFFICE

June 11, 2007

To: Department Chair
Program Director
All Housestaff

From: Gail V. Anderson, Jr., M.D.
Chief Medical Officer

RE: DELINQUENT MEDICAL RECORDS BY HOUSESTAFF

Timely completion of medical records is an important and essential part of patient care. **Hospital Policy #615** (attached) outlines the standards for medical record completion and in part states, "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."

It is the responsibility of each practitioner to comply with the above standards. In addition, the respective clinical department must develop policies and practices to ensure compliance with timely medical record completion. Unfortunately, numerous medical records remain incomplete for months after an index hospitalization and thus place the Institution's accreditation status and ultimately the training programs at risk. The following procedure will become effective August 1, 2007 to ensure compliance with hospital policy #615.

1. Effective August 1, 2007 all delinquent medical records by housestaff must be complete.
2. Medical Records delinquent for more than 3 months will result in "Suspension Without Pay" until the delinquencies have been "cleared" by the Medical Records Department. Housestaff will be notified in writing 30 days prior to the "Proposed Suspension" of delinquent status with no further notification. This communication will be copied to the respective Department Chair and Program Director.
3. If completed prior to the 3-month delinquency the "Proposed Suspension" will be removed.
4. Any housestaff who is suspended without pay will have formal documentation of this disciplinary action in their resident portfolio and institutional file.
5. Any housestaff who receives 3 or more letters "Proposing Suspension" within a 12-month period of time shall have a letter placed into folder by the program director reflecting poor compliance with the competency of "Professionalism".
6. Any housestaff who is suspended without pay on three (3) occasions will be subject to termination.

If you have any questions regarding this procedure to not hesitate to contact your Department Chair or the Medical Director's office.



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