



**Policy: Delinquent Medical Records**

- 1) Medical Staff members who have incomplete medical records will receive automatic suspension of privileges as outlined in the Medical Staff Bylaws, Rules/Regulations.

Physicians who are inactive due to illness or other reasonable circumstances will be allowed an additional fourteen (14) days to complete their records following their return to practice. Appropriate notification must be made to the Medical Records Department.

- 2) Any Medical Staff member who has medical records incomplete 30 days from dismissal will receive a certified letter from the President of the Medical Staff notifying him/her of suspension of privileges. The letter will also contain notification that records must be completed within 10 working days, or the physician must appear before the Executive Committee at their next meeting to explain the failure to complete charts. A copy of this policy will be enclosed.
- 3) Medical Staff members with records incomplete ninety (90) days from dismissal will forfeit Medical Staff privileges.
- 4) After loss of privileges, physicians desiring Medical Staff appointment will be required to follow application procedures specified in the Medical Staff Bylaws, Rules/Regulations, Policies/Procedures.
- 5) Record completion patterns are reviewed as a part of the reappointment process, and the Credentials Committee may request a meeting with a practitioner who has a pattern of non-compliance in this area.