

INTEGRIS Baptist Regional Health Center

Health Information Services

Contacts:

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TRANSCRIPTION:

- 1) Dictation can be performed via telephone at any phone including from the physician's office.
- 2) Doctor Dictation # will be your State License #.
- 3) Dictation instructions card will be provided during Training.
- 4) Any normal or standard dictations can be provided and will be setup as needed.

CHART COMPLETION (INCOMPLETE/DELINQUENT MEDICAL RECORDS PROCESS):

- 1) Physicians are responsible for meeting documentation guidelines as outlined in the Medical Staff Bylaws, Medical Staff Rules and Regulations, The Joint Commission and Centers for Medicaid and Medicare Services standards.
- 2) The Health Information Services Department is responsible for monitoring incomplete records and processing discharged patient's records into Cerner Powerchart within 5 days of discharge.
- 3) The Health Information Services Department will send weekly letters to inform physicians of what records need to be completed. The letters are sent via fax.

ELEMENTS THAT COMPLETE A MEDICAL RECORD: (PLEASE SEE THE MEDICAL STAFF RULES AND REGULATIONS FOR ALL SPECIFIC REQUIREMENTS)

It is each physician's responsibility to ensure, except in unusual circumstances, that each patient's medical record is complete and accurate. This includes ensuring that the following elements are completed timely:

- A History and Physical examination must be handwritten or dictated within twenty-four (24) hours of admission and before performing a procedure.
- An Operative Report must be dictated or recorded immediately upon completion of surgery.
- A Post-Operative Progress Note must be handwritten immediately after the surgery and placed on the chart.
- The Same Day Surgery Orders and H&P updates need to be completed prior to surgery.
- Daily Progress notes should be either handwritten or dictated for all Inpatient/Observation patients.
- Discharge Summary must be dictated on all Inpatients/Observation patients whom Length of Stay is under 48 hours.
- Death Summary required for all Inpatients/Observation patients regardless of Length of Stay.
- Final Progress Note is required for all Inpatients/Observation patients that are under 48 hours Length of Stay in lieu of no discharge summary being dictated.
- All necessary signatures and reports must be in the chart within twenty-one (21) days of discharge date or allocation date. If the medical record is not completed within this period, it will be deemed delinquent and the medical staff officers will respond according to medical staff Rules and Regulations.
- Verbal orders must be dated and signed by an authorized person to whom dictated, per the name of the attending physician who must countersign the order as soon as possible within 72 hours.
- All signatures and dictated reports must be completed in the chart within twenty-one (21) days of discharge date. If the medical record is not completed within this period, it will be deemed delinquent and suspension of medical records will be enforced according to the Medical Staff Bylaws.