


Name of Policy:	Delinquent Chart Count	 Effective Date: November 9, 2010 Initial Effective Date: July, 1984
Policy Number:	3364-105-104	
Department:	Health Information Management	
Approving Officer:	Interim Executive Director & Sr. Vice President for Finance and Administration	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		
<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

The Executive Summary Report is generated weekly. This report is used to produce the Delinquent Chart Status Report, which is accessible online and also presented monthly at the HIM Committee Meeting.

(B) Purpose of Policy

The Executive Summary Report provides a hospital-wide summary of the number of incomplete/delinquent records.

(C) Procedure

1. The Executive Summary Report is generated every week. This report is used to produce the Delinquent Chart Status Report, which is presented monthly, at the HIM Committee Meeting.

The Executive Summary Reports are generated as follows:
SoftMed, ChartFact Reports, Summary Reports, Executive Summary.

Executive Summary Report - select the following options:

Report type: Executive Summary only

Physicians to include: All Physicians

Charts to include: Group Charts

Summarize by: Physicians Department

OK

Values: Select discharge date and enter -30 in to the second box, leaving the first box blank.

Patient types: I, O, S, Z

OK

Generate Report

Print

To complete the monthly Delinquent Records Graph and Data spreadsheet, use the information generated from the Executive Summary Reports.

The excel spreadsheet is located on the Z: drive, HIM folder, Records Analysis Completion Unit subfolder, Medical Record Committee subfolder, Delinquent Records Stats subfolder.

- Total monthly discharges x 50% (enter into Joint Commission Target column)
- Total monthly discharges x 25% (enter into UTMC internal Target column)

(Using the Executive Summary Report)

- Total number of Joint Commission delinquent records (enter into the Delinquent Records column)

To generate the total number of discharge summary dictations, reference SoftMed, ChartFact Reports, Summary Reports-

Executive Summary Report

Report type: Executive Summary only

Physicians to include: All Physicians

Charts to include: Group Charts

Summarize by: Physicians Department

OK

Values: Select discharge date and enter -30 in to the second box, leaving the first box blank.

Patient types: I, O, S, Z

Discharge Summary: Remove checkmark from none and place under Dictation

OK

Generate Report

Print

- Total number of Discharge Summary Dictations is subtracted from the total number of Softmed Delinquent totals.

To generate the total number of operative report dictations, reference SoftMed, ChartFact Reports, Summary Reports-

Executive Summary Report

Report type: Executive Summary only

Physicians to include: All Physicians

Charts to include: Group Charts

Summarize by: Physicians Department

OK

Values: Select discharge date and enter a date from the past in the first box (e.g. 01/01/09) and then enter a "T" for today's date in the second box.

Patient types: I, O, S, Z

Operative Report: Remove checkmark from none and place under Dictation

OK

Generate Report

Print

- Total number of Operative Report Dictations is subtracted from the total number of Softmed Delinquent totals.

The total number of Discharge Summary and Operative Report Dictations is then added together to be entered in the Total Number of Deficiency Count Softmed D column within the "Data" tab of the Delinquent Records Graph and Data spreadsheet.

To generate the HPF Delinquent Count:

Reference Reports Manager:

1. Click > Deficiency Management
2. Click > University Of Toledo Medical Center
3. Click > Deficiency Statistics
4. Click > Total Deficient Charts
5. Click on first patient type and then hold down the Ctrl. Key to select remaining patient types

Basic Outpatient procedures

IP Acute


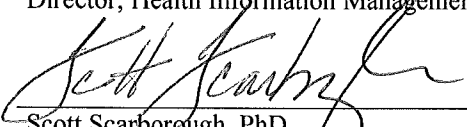
IP Kobacher

IP Rehab

No information Acute

No information Outpatient
 No information Rehab
 Observation Kobacher
 Observation Adult Psych
 Observation
 Out patient Diagnostic
 Out patient surgery
 Partial hospitalization
 After patient types are selected click on print preview
 Report will generate then click on print.

Add the Total Number of Deficiency Count in the HPF column within the "Data" tab of the Delinquent Records Graph and Data spreadsheet.

Approved by:		Review/Revision Date:	
	<u>11/9/10</u>	10/85	11/9/2010
Paula Kessler, RHIA Director, Health Information Management	Date	11/86	
	<u> </u>	9/87	
Scott Scarborough, PhD Interim Executive Director & Sr. Vice President for Finance and Administration	Date	7/90	
<i>Review/Revision Completed By:</i> Health Information Management		11/91	
		8/93	
		9/96	
		12/98	
		3/02	
		3/05	
		5/06	
		Next Review Date: 11/1/2013	
Policies Superseded by This Policy: 10-104			