Name of Policy:	Medical Record Deficiency Reassignment/Completion	
Policy Number:	3364-105-207	
Department:	Health Information Management	
Approving Officer:	Chief Executive Officer, UTMC	**Effective Date:** August 15, 2023
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	Initial Effective Date: September 2010

_____ New policy proposal _____ Minor/technical revision of existing policy
_____ Major revision of existing policy X_____ Reaffirmation of existing policy

(A) Policy Statement

In the event a deficiency is incorrectly assigned to a physician, the deficiency will be manually reassigned to the correct physician.

In the event that a physician is unable to complete dictation deficiencies assigned to him/her due to illness, death or a physician's departure from the area, the department chair will be asked to sign the deficiency or assign another physician to the deficiency.

(B) Purpose of Policy

To provide the HIM Department with a standardized method of securing complete and accurate medical records when extenuating circumstances impede the usual process of medical record completion.

Approved by: /s/ Pamela Eaton Director, Health Information Management — Date /s/ Rick Swaine Chief Executive Officer — Date *Review/Revision Completed By:* *Health Information Management*	**Review/Revision Date:** 09/02/2010 01/01/2014 01/01/2017 04/01/2020 08/15/2020 **Next Review Date:** 08/15/2026
Policies Superseded by This Policy: 10-243	