


Name of Policy: Medical Record Deficiency Policy Number: 3364-105-207 Department: Health Information Management Approving Officer: Chief Executive Officer, UTMC Responsible Agent: Director, Health Information Management Scope: Health Information Management	 Effective Date: April 1, 2020 Initial Effective Date: September 2010
<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

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/ _____ <u>04/01/2020</u> Pamela Eaton Director, Health Information Management /s/ _____ <u>04/01/2020</u> Dan Barbee, MBA, BSN, RN, FACHE Chief Executive Officer <i>Review/Revision Completed By:</i> Health Information Management	Review/Revision Date: 9/2/2010 1/1/2014 01/01/2017 04/01/2020
	Next Review Date: 04/01/2023
Policies Superseded by This Policy: 10-243	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.