(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 medical record will be referred to the Health Information Management Committee for disposition as referenced in Medical Staff policy 3364-87-02 Medical Records, H&Ps, Inpatient, Observation and Outpatient Procedures.

(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.

(C) Procedure

Deficiencies will be reassigned and/or completed in accordance with the proper procedure as warranted by the current electronic health record and in adherence to Medical Staff policy 3364-87-02 Medical Records, H&Ps, Inpatient, Observation and Outpatient Procedures.