

## MEDICAL STAFF POLICIES & PROCEDURES

**Applicability:** Community Hospital East, Community Heart and Vascular Hospital (A Department of Community Hospital East), Community Hospital North, Community Hospital South

### **TITLE:** DEFICIENCY AND FINE NOTIFICATION

**STATEMENT OF PURPOSE:** The purpose of this policy is to define the Deficiency Notification process and the monetary fining of incomplete charts.

**POLICY STATEMENTS:** It is the policy of Community Health Network to ensure patient safety through the continuity of care and holding those accountable to the completion of medical records.

### **DEFINITIONS:**

### **GENERAL INFORMATION:**

**PROCEDURE:** Table below referencing emergency department notes, operative notes, discharge summaries, history and physicals and consultation requirements.

<b>Days after required timeframe</b>	<b>Notifications</b>	<b>Consequences and monetary fines</b>	<b>Total monetary fines</b>
7	HIM sends letter and contacts provider per preference	\$50	\$50
14	HIM sends letter and contacts provider per preference	\$200	\$250
21	HIM sends letter and contacts provider preference and Medical Staff leadership contacts provider	\$250	\$500
28	HIM sends letter and contacts provider preference Medical Staff leadership contacts provider	\$250 fine, removal from medical staff and expected to reapply for privileges and attend MECQA to discuss if requested	\$750

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Table below referencing outstanding signatures including, but not limited to: signatures, dates, and times of all medical record entries. Table also includes other required documentation (for example coding and clinical documentation integrity improvement (CDI) query responses)

<b>Days after required timeframe</b>	<b>Notifications</b>	<b>Consequences and monetary fines</b>	<b>Total monetary fines</b>
7	HIM sends letter and an InBasket message in EPIC	\$0	\$0
14	HIM sends a letter and also contacts provider per preference	\$50	\$50
21	HIM sends a letter and also contacts provider per preference Medical Staff leadership contacts provider	\$200	\$250
28	HIM sends a letter and contacts provider per preference Medical Staff leadership contacts provider	\$250	\$500
35	HIM sends a letter and also contacts provider per preference Medical Staff leadership contacts provider	\$250 fine removal from medical staff and expected to reapply for privileges and attend MECQA to discuss if requested	\$750

Fines shall be paid upon receipt of the invoice. Health Information Management will send a past due notice at 7 days, 14 days, and 21 days after the original fining notice. Health Information Management will send a yearly notice/invoice for all unpaid fines. Unpaid fines are required to be paid at the time of medical staff reappointment.

Provider preference notification form completion required to assist with provider contact information and communication preferences.

Originated:

Revised:

East/North Medical Executive Committee Approval: 08/09/2022

South Medical Executive Committee Approval: 08/09/2022

Board of Directors Approval: 09/19/2022