



Charge Entry Policy and Procedure

A. Hospitals

- 1) All charges should be entered into the charge entry system (currently InGenious Med) on the day that a provider's shift ends.
- 2) A fine of \$5 will be assessed for every charge that is late on the weekly summary tabulated by the office when a provider has more than ten (10) late charges on that summary. For example, a provider with twenty-four late charges will be fined \$120 and a provider with nine late charges on the weekly summary will not be fined.
- 3) Any charges, regardless of the number, more than three weeks old will result in a fine of \$5 for each charge more than three weeks delinquent.
- 4) The first instance of a provider having more than ten (10) late charges and/or having any charges more than three weeks old within a calendar year will not result in a fine. Subsequent episodes will result in the fine being assessed. In the first instance the provider will receive an e-mail warning him/her that subsequent episodes of late charges will result in a fine.
- 5) The fines will apply every week and the amount will be deducted from bonus and incentive pay at the next payroll.
- 6) Providers will be notified via e-mail if they have been fined.
- 7) If a provider believes they have been fined inappropriately the office should be notified via e-mail and if the fine determination was incorrect then it will be rectified.

B. Skilled Nursing Facilities

- 1) Refer to policy relating to Adfinitas Health Rehabilitative Services and late charge entry

Medical Records Completion Policy

A. Hospitals

- 1) History and Physical Exams and Consultations should be dictated or written at the time of admission or after a consultation has been completed. At a minimum they should be completed before the end of the provider's shift.
- 2) Discharge Summaries and Transfer Summaries should be dictated at the time of discharge. At a minimum, Discharge Summaries should be dictated before the end of the provider's shift.
- 3) Progress Notes should be completed prior to the end of the provider's shift. Progress Notes cannot be completed at home after the provider leaves the hospital.
- 4) Verbal Orders are to be signed within seven days of the order being given.



- 5) Documentation requiring a physician co-signature (e.g. PA/ NP notes or orders) must be signed within seven days.
 - 6) Admission H&Ps to Inpatient Status performed by PAs/NPs must be cosigned by a physician prior to the patient being discharged. The physician provider who first sees the patient after the admission by the PA/NP is responsible for signing the PA/NP history and physical exam.
 - 7) Medical Record Queries and Clinical Documentation Inquiries should be completed within fourteen days of the date of the query.
 - 8) If a hospital's documentation requirements are more stringent than the requirements in paragraphs (a) through (f) above then the more stringent hospital requirements supplant the Adfinitas Health requirements.
- B. Skilled Nursing Facilities
- 1) Refer to policy relating to Adfinitas Health Rehabilitative Services and timeliness requirements for medical records .