



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 (1) through (7) above then the more stringent hospital requirements supplant the Adfinitas Health requirements.