

<i>Manual</i>	Professional Staff	<i>Effective Date</i>	10/14/2003
<i>Policy #</i>	PS 008	<i>Date Revised</i>	10/31/2009
<i>Responsible Person</i>	Director, Professional Staff Services	<i>Next Scheduled Review</i>	10/31/2021

PURPOSE

To specify the conditions under which sanctions may be employed by the Resnick NPH professional staff and trainees for failure to maintain and/or complete Inpatient, Partial Hospitalization Programs, and Outpatient Medical Records; to specify the nature of the sanctions that may be used; and to specify the conditions governing the use of sanctions.

POLICY

1. All medical records shall be completed promptly, including any authentication or signature necessary, by professional staff and trainees, within 14 days of patient discharge.
2. Ongoing maintenance of current patients’ records, in accordance with federal, state, accrediting, and hospital regulations, is also required, and shall be monitored on a concurrent basis.
3. Failure or refusal by professional staff or trainees to complete or maintain hospital patient records when requested to do so constitutes unprofessional conduct under the California Medical Practices Act and other professional licensing regulations.
4. In order to ensure the proper maintenance and completion of medical records as referenced by the above authorities, the Professional Staff has established sanctions which may be employed against its members and trainees who fail or refuse to do so.
 - 4.1 These sanctions may be applied by the Medical Director and/or the Chief of Staff and may include one or more of the following:
 - 4.1.1 Formal reprimand and/or unsatisfactory performance evaluation
 - 4.1.2 Suspension of privileges until the records are complete. (Suspension means cessation from all clinical activities until medical records are complete).
 - 4.1.2.1 Thirty (30) cumulative days of restriction/suspension in one calendar year are reported to the Medical Board of California as required by law, for any licensed physician, clinical psychologist.
 - 4.1.2.2 Notification of unprofessional conduct to appropriate certifying boards and state licensing agencies for all other disciplines.
5. A professional staff member or trainee shall not leave on vacation or other planned leave if medical records are not current or are incomplete.
 - 5.1 A professional staff member or trainee who has received notice to complete specified records shall not take planned leave until the records are completed.
 - 5.2 All medical records work required of a practitioner must be complete prior to rotation off service or termination of employment.
 - 5.3 If a professional staff member or trainee is unable to complete medical records, the appropriate Division Chief shall be notified regarding specific records maintenance and completion, and will be subject to the same requirements and sanction process

MEDICAL RECORDS SANCTIONS

PS 008

6. Trainees shall be notified at orientation that non-maintenance and non-completion of medical records could jeopardize certification or graduation. Medical Records personnel shall notify both trainees and supervisors of non-compliance.

APPROVAL

Professional Staff Executive Committee
Governing Body

Date: October 20, 2009/reviewed w/no revisions 10/23/2018
Date: October 31, 2009/approved w/no revisions 10/31/2018