


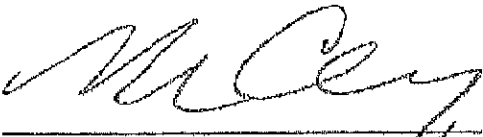
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|---|--|---|--------------------|--------|
| <br>UNIVERSITY of MARYLAND<br>ST. JOSEPH MEDICAL GROUP | <b>UMSJMG<br/>Policy &amp; Procedure</b> | <i>Policy #:</i>                        |                    |        |
|   |  | <i>Effective Date:</i>                  | 06/2016            |        |
|   |  | <b><i>Subject: Chart Completion</i></b> | <i>Page #:</i>     | 1 of 1 |
|   |  |   | <i>Supersedes:</i> |        |

**POLICY:** UM SJMG recognizes the need to institute and enforce a medical documentation program that maximizes clinical best practices, high quality care, and also ensures a risk reduction strategy for the provider, the medical group and the medical center.

**Procedure:**

- A. Documentation and closure of the chart optimally should occur at the time of service or within 24 hours.
  1. Office charts and surgical notes will need to be completed and signed off within 72 hours of the encounter.
  2. A summary of open encounters by provider will be distributed to each practice manager on a weekly basis.
  3. If charts remain opened or notes remain unsigned after 72 hours, a warning will be relayed to the provider via phone, text and email.
  4. Physicians with 5 or more charts that remain open and/or surgical notes that remain unsigned 7 calendar days after the day of the encounter will be subject to a fine of 1 work RVU per day until all delinquent charts are closed and/or surgical notes are signed.
  5. Advanced Practice Providers with 5 or more charts that remain open and/or surgical notes that remain unsigned 7 calendar days after the day of the encounter will be subject to a fine of \$25 per day until all delinquent charts are closed and/or surgical notes are signed.

**Policy approved:**



Mitchell Clay, Executive Director UMSJMG

Date: March 14, 2017