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| <b>Policy:</b> Chart Completion Standards - Analysis of Medical Records                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Type:</b> Administrative, Health Information Management                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Applicable To:</b> System; RWJBarnabas Health including Barnabas Health Behavioral Health, Community Medical Center, Children's Specialized Hospital, Clara Maass Medical Center, Jersey City Medical Center, Monmouth Medical Center, Monmouth Medical Center Southern Campus, Newark Beth Israel Medical Center, RWJUH-Hamilton, RWJUH-New Brunswick, RWJUH-Rahway, RWJUH-Somerset, Saint Barnabas Medical Center and RWJBH Medical Group |
| <b>Policy Owner:</b> RWJBH Corporate Vice President, Case Management and HIM                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Effective Date:</b> October 2021                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Approved by:</b> Health Information Management, Epic Physician Advisory Committee, CMO Committee                                                                                                                                                                                                                                                                                                                                            |

### 1. Policy Statement:

The purpose is to ensure uniformity in chart completion standards and analysis of medical record processes across the enterprise.

Common practices include:

- Medical records will be monitored and analyzed by Health Information Management to ensure completeness and that all required documents are present, accurate and timely.
- Deficiencies identified will be assigned to the responsible physician, resident or license practitioner.
- Health Information Management will ensure all documentation in the patient's medical record is completed in accordance with CMS Conditions of Participation, The Joint Commission, NJ State Hospital Licensing Standards and RWJBH Medical Staff Rules and Regulations.
- RWJBH Chart Completion Standards are identified as the following:

| DEFICIENCY                                                     | GUIDELINES AND TIMEFRAME REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discharge Summary (DS)</b>                                  | A full summary is required within 7- day post discharge for the following patients: <ul style="list-style-type: none"> <li>• Inpatients &gt; 48 hours</li> <li>• Expired patients</li> </ul>                                                                                                                                                                                                                                                                                                          |
| <b>Discharge Summary (DS)<br/>Short Stay</b>                   | Final discharge note <ul style="list-style-type: none"> <li>• &lt; 48 hrs.</li> <li>• Normal newborns</li> <li>• Uncomplicated deliveries</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>History &amp; Physical (H&amp;P)<br/>Full Comprehensive</b> | Documented and available on the chart within 24 hrs. of admission and before invasive procedure <ul style="list-style-type: none"> <li>• LOS &gt; 24 hr.</li> <li>• H&amp;P completed within 30 days of admission accepted with an additional update and signature required</li> <li>• Pre-Natal Record accepted as an H&amp;P with additional update and signature required</li> </ul>                                                                                                               |
| <b>History &amp; Physical (H&amp;P)<br/>Short Stay</b>         | Documented and available on the chart within 24 hrs. of admission and before invasive procedure <ul style="list-style-type: none"> <li>• LOS &lt; 24 hrs.</li> <li>• Outpatient Surgery</li> <li>• An update stamp must be completed just prior to the procedure being performed no matter when the History and Physical is completed within the 30 days prior to the procedure. The only exception to this rule is if the History and Physical is documented on the date of the procedure</li> </ul> |
| <b>IP Behavioral Health<br/>Initial Treatment Plan</b>         | Documented within 24 hrs. of admission <ul style="list-style-type: none"> <li>• In addition to and separate from the required History &amp; Physical</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>Operative Report (OP)</b>                                   | <ul style="list-style-type: none"> <li>• Documented immediately post-op and no later than 24 hrs. after procedure</li> <li>• Required for all procedures performed in the Operating Room</li> </ul>                                                                                                                                                                                                                                                                                                   |
| <b>Special Procedures</b>                                      | Documented immediately post-op and no later than 24 hrs. after procedure                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Consultation</b>                                            | Documented within 24 hrs. of consultation                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ED Provider Note</b>                                        | Documented within 24 hrs. of ED visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CDI Queries</b>                                             | Responded to within 48 hrs. of creation                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Coding Queries</b>                                          | Responded to within 7 days of creation                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Orders</b>                                                  | Entered via CPOE<br>Co-signed within 72 hr.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Ambulatory Records</b>                                      | Open encounters completed within 24 hrs. of visit no later than 5 days                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Chart Completion – Outpatient</b>                           | Completion of outpatient records in its entirety within 5 days of encounter                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Chart Completion – Inpatient</b>                            | Completion of inpatient records in its entirety within 15 days of hospitalization                                                                                                                                                                                                                                                                                                                                                                                                                     |

RWJBH cosignature requirements are defined and categorized as the following:

| Order Cosignature Requirements |        |           |                 |             |                                    |
|--------------------------------|--------|-----------|-----------------|-------------|------------------------------------|
|                                | Clinic | Inpatient | Admission Order | Code Status | Clinic ordered & Administered Meds |
| PGY1 (Intern)                  | Yes    | Yes       | Yes             | Yes         | Yes                                |
| PGY2-5 (unlicensed-Permitted)  | Yes    | No        | Yes             | Yes         | Yes                                |
| PGY2-5 (Licensed)              | No     | No        | Yes             | Yes         | No                                 |
| APP                            | No     | No        | Yes             | No          | No                                 |

| Prescription Cosignature Requirements |        |           |                          |
|---------------------------------------|--------|-----------|--------------------------|
|                                       | Clinic | Inpatient | EPCS second sign         |
| PGY1 (Intern)                         | Yes    | Yes       | Yes                      |
| PGY2-5 (unlicensed-Permitted)         | Yes    | Yes       | Yes                      |
| PGY2-5 (Licensed)                     | No     | No        | Only if not credentialed |
| APP                                   | No     | No        | Only if not credentialed |

| Notes Cosignature Requirements                                                                |        |           |                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------|--------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Assignment of co-signatures will be automated and system driven for sites live on Epic</i> |        |           |                                                                                                                                                         |
|                                                                                               | Clinic | Inpatient | Note Exception                                                                                                                                          |
| PGY1 (Intern)                                                                                 | Yes    | Yes       | **event notes (non-billable) may not require cosignature                                                                                                |
| PGY2-5 (unlicensed-Permitted)                                                                 | Yes    | No        | **event notes (non-billable) may not require cosignature                                                                                                |
| PGY2-5 (Licensed)                                                                             | Yes    | No        | **event notes (non-billable) may not require cosignature                                                                                                |
| APP                                                                                           | No     | No        | **APP will have ability to trigger cosignature:<br>- on select notes if required by practice agreement<br>- if note is to be used for billable purposes |

## 2. Acronyms:

|                                                          |  |
|----------------------------------------------------------|--|
| Pull from glossary-standard abbreviations and hyperlinks |  |
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|                                                          |  |

### 3. Related Documents:

| Document Type             | Document Name                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Associated Procedures: |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. Resources:             |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3. Job Aids:              |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4. Regulatory references: | <p>The Joint Commission:<br/> <a href="http://www.jointcommission.org">www.jointcommission.org</a></p> <p>Centers for Medicare and Medicaid Services (CMS): <a href="http://www.cms.gov">www.cms.gov</a></p> <p>DNV –GL Healthcare:<br/> <a href="https://www.dnvglhealthcare.com/">https://www.dnvglhealthcare.com/</a></p> <p>The New Jersey Department of Health:<br/> <a href="https://www.nj.gov/health/">https://www.nj.gov/health/</a></p> |