

 <p>SASKATOON DISTRICT HEALTH</p>	<p>POLICIES & PROCEDURES</p> <p>Number: 7311-50-003</p> <p>Title: SUSPENSION OF PRIVILEGES - INCOMPLETE HEALTH RECORDS</p>
<p>Authorization</p> <p><input checked="" type="checkbox"/> Board of Directors</p> <p><input checked="" type="checkbox"/> MAC</p> <p><input type="checkbox"/> Senior Management Committee</p> <p><input type="checkbox"/> Vice President</p>	<p>Source: Medical Advisory Committee</p> <p>Cross Index:</p> <p>Date Reaffirmed:</p> <p>Date Revised:</p> <p>Date Effective: November 1, 1994</p> <p>Scope: SDH & SPH</p>

1. PURPOSE

- 1.1 To ensure prompt completion of records for data collection and continuing patient care.
- 1.2 To ensure adherence to The Hospital Standards Act
- 1.3 To comply with the SDHB Medical-Dental Staff Bylaws, and the Rules and Regulations.

2. POLICY

- 2.1 The member will complete his/her portion(s) of the record within 14 days of it being made available.
- 2.2 All privileges will be suspended if the record is not completed within the established time.
- 2.3 Loss of privileges at one agency will result in lost privileges at all SDHB agencies.
- 2.4 Privileges will be re-instated immediately upon completion of the incomplete records.
- 2.5 Extension of completion deadlines will be applied when notification has been received regarding a member's absence.

3. PROCEDURE

- 3.1 Each Tuesday, the Health Record Services staff notifies each member with overdue records indicating that records must be completed by the following Tuesday at 0800 hours.
- 3.2 Second Tuesday, 0800 hours:
- 3.2.1 The Health Record Services staff:
- automatically records all members who were notified the previous Tuesday and who have remaining overdue records.
 - notifies appropriate persons and areas within each agency.
- 3.2.2 Suspended Member:
- arranges/provides for appropriate clinical coverage until all charts are completed.
- 3.3 Re-instatement: Upon completion of all outstanding records, the Health Record Services staff:
- notifies all appropriate persons/areas that full privileges have been re-instated.
 - immediately sends all correspondence to the Medical Affairs Office for filing into the member's file, indicating the date the records were completed.