

CHAPTER 17

Unit Health Records (UHR) Filed Incomplete

I. POLICY

Unit health records shall be complete as they are developed. Incomplete UHRs shall not be filed as complete, unless declared complete for filing on the order of the Executive Committee or similar committee. An incomplete record shall be permanently filed as incomplete only with a notation giving the circumstances under which the record remains incomplete and is filed (e.g., physician retired). Health care professionals shall not be required to complete records, including the signing of entries which are not their own, in order that a record of an unfamiliar patient be filed as complete.

Clinicians may, upon the request of the Health Care Manager (HCM), summarize a course of treatment based on existing UHR documentation, or review a summary for consistency with existing UHR documentation, if the original clinician responsible for the patient's care is no longer available to do so. In such cases, a notation shall be made in the record to the effect that the summarization is being done from existing documentation and in the absence of the clinician responsible for the patient.

The printout of a computerized record shall be accepted as the original. These documents, which have been authenticated electronically, do not require additional signatures.

II. PROCEDURE

A. Health Record Services (HRS) staff shall:

1. Follow the policy on "Unit Health Record Completion".
2. Supply the following informational items to the supervisor:
 - a. Number of contacts with the health-care professionals.
 - b. Description of all efforts and responses.
 - c. Reason(s) why record remains incomplete.

B. HRS Supervisor shall:

1. Submit the UHR to the Executive Committee or similar committee with the recommendation to file as incomplete. The Executive Committee shall take additional action such as:
 - a. Contact the clinician and request assistance.
 - b. Complete the record within legal limits.
 - c. Determine that no further legal actions can be taken.
 - d. Instruct the HRS Supervisor to file the record as permanently incomplete.
2. Record the official action with the reason(s) the record is incomplete and file the notice in the appropriate section of the record.