



**Billing Compliance Coordination  
Procedures  
Chapter 7  
Policy Number DCSP-06**

Last Revised: 11/15/2006

<b>DOCUMENTATION COMPLETION AND SIGNATORY POLICY</b>	
<b>PURPOSE</b>	The purpose of this policy is to define the record completion and signature authentication procedure.
<b>POLICY STATEMENT</b>	It is the policy of The University of Texas- Health Science Center Houston (UT-HSC) to assure that the medical record is authenticated in a legible and timely manner.
<b>SCOPE</b>	This policy applies to all health care providers responsible for patient care or ancillary services who are permitted to document in the medical record via handwritten, dictated or electronically created entries.
<b>PROCEDURE</b>	<ol style="list-style-type: none"> <li>All health care providers are responsible for authenticating all documentation entered into the medical record in a timely manner.</li> <li>All entries must be legible and complete, and must be authenticated and dated promptly by the person (identified by name and discipline) who is responsible for ordering, providing, or evaluating the service furnished. The author of each entry must be identified and must authenticate his or her entry. Authentication may include signatures, written initials or computer entry.</li> </ol>
<b>RESIDENT SERVICES</b>	All residents/fellows involved in patient care will complete and sign all chart documentation prior to leaving clinic, each day. Additionally, all inpatient services will be documented and authenticated at the time of service. Operative notes and procedures shall be documented and authenticated directly after completion of the procedure performed.
<b>ADMISSION H&amp;P</b>	All admissions should be documented and authenticated within 24 hours of performing the service.
<b>CONSULTATIONS</b>	All consultations should be documented and authenticated within 24 hours of performing the service.
<b>OUTPATIENT PROGRESS NOTES</b>	All outpatient progress notes should be documented and authenticated via Allscripts. All outpatient clinic progress notes must be authenticated within 72 hours.
<b>INPATIENT PROGRESS NOTES</b>	All inpatient progress notes should be completed at the time the service was provided. If extenuating circumstances prevent completion of the record at the time of service it should be completed within 24 hours.
<b>ADDENDUMS</b>	Addendums to progress notes should include a date and/or name reference to the previously documented note.
<b>DISCHARGE</b>	All inpatient discharge summary notes must be documented and

<b>SUMMARY</b>	authenticated within 24 hours of performing the service.
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**REFERENCE:**

Centers for Medicare & Medicaid Services, Department of Health and Human Services –  
Conditions of Participation: 42 CFR482.24