

Credentialing	Effective Date: 02-06	Page: 1	Date Revised 11-08
Subject: DELINQUENT DICTATIONS			

DELINQUENT DICTATIONS

Policy: To ensure compliance with medical staff Rules and Regulations which require a comprehensive operative report to be dictated within 72 hours following surgery.

Procedure:

- I. **24 Hours Post Surgery**
 1. Operative Reports checked by Business Staff Office to identify missing reports.
 2. Notification of missing reports faxed to Physician's Office. An alert sheet indicating delinquent dictation is placed on patient chart.
 3. If dictation not received within 72 hours, Business Office Manager is notified.
 4. Delinquent Dictation notification placed in Credentialing In-Box.

- II. **72 Hours Post Surgery**
 1. Business Office Manager contacts physician office to determine reason report not received.
 2. If extenuating circumstance exists, physician is granted an extension and file noted.
 3. If no extenuating circumstance exists, physician/office notified that report must be dictated prior to the start of next case and privileges suspended until the dictation is completed.
 4. Email sent to Clinical Manger and Quality Coordinator notifying them of missing documentation and conversation with physician and/or staff.
 5. Delinquent Dictation notification filed in Physicians Credentials.
 6. Physician's name included on Quarterly MEC Report.

- III. **5 Days Post Surgery**
 1. If dictation not received (5 days post –op) Quality Coordinator is notified and sends letter to physician from the Medical Executive Committee President notifying him/her that failure to complete post-operative dictation within 21 days will result in loss of privileges.

- IV. **21 Days Post Surgery**
 1. If dictation not received within 21 days of surgery, physician notified that privileges have been dropped
 2. MEC notified.
 3. NPDB report made if appropriate.