

DEPARTMENT: Doylestown Healthcare Partnership	
FACILITY:	
DATE OF ORIGIN: 11/1/2019	NEXT REVIEW DATE: 11/1/2020
AUTHOR (ROLE): ADM Director DHP	
APPROVED BY (ROLE): Network Development / DHP Managing Committee	

PURPOSE:

To establish a policy regarding the completion of office visits. It is a medical legal issue of documentation as well as a Patient Safety issue.

SCOPE:

This policy applies to all Doylestown Healthcare Partnership Providers who notify patients of outpatient test results.

POLICY:

Office encounters should be completed within thirty (30) days of office visit. Any additional information after that period must be added as an addendum.

PROCEDURE:

1. Open charts will be monitored for the number of open charts beyond thirty (30) days and the provider will be notified of the need to complete the encounters.
2. Refer to Informatics protocol for outstanding chart closures.

Reviewed:

Revised: