



Physician/Provider Bulletin

Subject: Medical Record Requirements	
Plan: Coordinated Care Option 1	Bulletin Date: June 22, 2015
Bulletin Number: 15-005	Effective Date: July 1, 2015

The purpose of this bulletin is to inform participating Health Care District Providers of the Medical Record Requirements and provide you with a copy of the medical record audit review tool.

The medical record shall include the quality, quantity, appropriateness and timeliness of care and services rendered to the member whether in paper or electronic format. The Health Care District recognizes the importance of the patient medical record and has established minimum documentation and review standards.

Effective July 1, 2015, please incorporate these standards into your medical record documentation. We will audit the medical records for attainment of meeting the performance goal of eighty five percent (85%).

Medical record audits will be conducted by the Health Care District's Quality Management staff. Compliance with these requirements will be monitored at these audits, which will commence within four months of this notice.

A summary of the medical record audit will be included in the provider's credentialing file for evaluation of provider performance at the time of recredentialing.

Please find a copy of these tools on our website at www.hcdpbc.org/index.aspx?page=734

If you have questions regarding this provider bulletin, please contact your Provider Representative at (561) 659-1002.

If you or your office staff needs one on one education regarding the medical records standards please contact the Quality Management Department at (877) 499-0895.

Please insert this bulletin into your Provider Handbook. The policies and procedures in this bulletin supersede any related policies and procedures within the handbook.