



POLICY SUBJECT:

EFFECTIVE DATE: 08/12/2011

*Timely Documentation for
Billing Purposes*

*To be reviewed every three years by
Ethics & Compliance Committee*

**Timely Documentation and Amendment of Medical Records for
Billing Purposes**

POLICY: The purpose of this Policy is to establish clear direction on the creation and amendment of medical records. Sound Physicians’ providers should strive to maintain accurate, timely, and complete documentation of all clinical services provided to patients. Medical records are likely to be more accurate when documentation is completed during or shortly after the service is provided. Late documentation or amendments may result in unintended risks of inaccurate recall of care and subsequent inaccurate billing. For all documentation, the provider must have specific recollection of the services provided to the particular patient. This Policy addresses management of the billing risk associated with amendment of records and failure to document services in a timely manner.

PROCEDURE:

I. Creation of Documentation for Billing Purposes.

This policy prohibits billing for any services when documentation is not completed within 30 days of the date of service. Further, the Sound Physicians Director of Compliance may determine that other circumstances may warrant not billing for services prior to 30 days from the date of service.

II. Amendment of Documentation for Billing Purposes.

Sound Physicians does not allow any provider to amend existing documentation for billing purposes more than 30 days after the date of service. There are two exceptions:

- A. A provider may correct the date of service without time restriction.
- B. A provider may add a missing signature if the provider created the documentation him/herself.

C. All entries must be dated and times using the date and time of the correction or amendment.

III. Creation or Amendment of Documentation for Patient Care.

Nothing in this policy is intended to limit or restrict the provider's ability to document or amend medical records at any time to more accurately describe the clinical care provided to the patient. Facilities in which Sound Physicians' providers provide services may also have standards for timely documentation. All Sound Physicians' providers must comply with these standards as well as the Sound Physicians' guidelines for timely documentation.