

Physician MEMO

To | Physicians of Medical Park Hospital

From | Bruce Walley, MD Sr. VP Medical Affairs
Jason Harrell, SR Dir. Clinical Improvement

Date | May 13, 2011

Re | **Post Op/Post Procedure Progress Notes**

During August of last year, meeting was held to discuss the immediate post op (or post procedure) progress note. Dr.'s Fuller, Craig, Bell, and Thomason were present representing the medical staff. Since most of the notes will be generated by the surgical sections we felt their input was critical.

We reviewed the forms from three other hospitals as well as the forms from Medical Park and our previous surgical post op notes. We unanimously agreed on the current form, which has all of the required items for both CMS and the Joint Commission. We have also added an "Other" section that can be used to document any additional items you feel are important.

It is imperative that you complete these forms in a legible manner. Please note that writing "operative/procedure note dictated" and then signing, dating and timing the form is not complete. All the information on these forms is required to assure care providers have the information that is needed to safely recover our patients.

Since we will need immediate compliance with this to meet the CMS conditions of participation, we will be auditing all of the records at MPH daily to check for 100% participation. Medical staff members may allow PA's or NP's to fill out the majority of the form's content but it **MUST BE SIGNED, TIMED AND DATED BY THE PHYSICIAN DOING THE PROCEDURE TO BE COMPLIANT WITH GOVERNMENT REGULATIONS.** This will be clearly marked at the bottom of the form.

Due to the severe consequences of non compliance, medical staff members may be contacted immediately to correct any deficient records. Failure to comply may ultimately result in loss of operating room or procedural area access. Thank you for your attention to this important matter.