

## **Family Medicine at East Des Moines Timely Completion of Documentation**

### **Policy: Timely Completion of Documentation**

Objective: To provide quality care to every patient seen in the clinic by having the record completed and available for viewing by others in a timely manner.

Procedure: Regular audits will be performed by the residency faculty and the Clinic Administrator. These audits will review progress note quality and outstanding tasks in each physician/provider "In Basket" through the Epic EMR.

It is UnityPoint Clinic's expectation that progress notes be completed and signed within five days of the visit. Frequent failure to comply with this expectation will be met with a verbal warning.

If an individual "In Basket" is found to contain tasks in which the note is not complete after two weeks, that individual will be issued a warning to complete all outstanding notes within 48 hours. If notes are not completed within 48 hours, disciplinary action could occur.

Reviewed 6/22