

Bylaws of the Medical Staff of Memorial Hospital West
Amendment #16

Bolding indicates addition

Sect. 8.29 Automatic Suspension

- A. Until a practitioner's medical records are completed, temporary suspension through termination of his practice privileges shall be enforced in the following circumstances:
- (1) When medical records have not been completed within 15 days of a patient's discharge, the director of the medical records department shall notify the practitioner of his delinquency.
 - (2) The Chief of Staff or his designee may grant a reasonable exemption from these provisions if the practitioner is out-of-town, disabled due to illness or has some other valid, similar reason for not completing the medical records. In no event shall the exemption exceed 30 days.
 - (3) The practitioner has seven days to correct the deficiency. Failure to comply within seven days will result in the automatic loss of his privileges to admit, examine and/or treat new patients until the delinquent charts have been completed (copies of the notice shall be sent to the Chief of Staff, the chief of his department, and the Administrator).
 - (4) It shall not be permissible for associates of the practitioner to serve on his behalf during the time of automatic loss of privileges. However, a member who has lost his privileges shall be permitted to continue caring for his patients already in the hospital until they are discharged.
 - (5) It will be the duty of Administration to cooperate with the Chief of Staff in enforcing all automatic suspensions.
 - (6) Any member of the Medical Staff whose privileges are automatically suspended because of medical record delinquency, will be asked to appear before the Executive Committee at its next scheduled meeting.
 - (7) Medical Records will provide to Medical Staff Services a list of physicians whose privileges are suspended because of medical record delinquency. Medical Staff Services will then notify these physicians of the suspension by certified mail return receipt requested and fax. This notice will request the physician to appear before the Executive Committee at its next scheduled meeting for disciplinary

action. If a physician fails to appear before the Executive Committee, without good cause, and if his or her records have not been completed, Medical Staff membership and privileges shall automatically be terminated and the practitioner's failure to appear before the Executive Committee shall be deemed a waiver of any right to a hearing or appeal under these Bylaws regarding such automatic termination of Medical Staff membership and privileges.

(8) This process will ensure that medical records are completed by the 30th day.

APPROVAL:

Chief of Staff
Memorial Hospital West

Date

Chairman, Governing Board

Date