

**Medical Staff Services Notification Process for  
Suspension for Incomplete Medical Records**

**Records Age = 15 Days  
Notice of Impending Suspension**

Practitioners are notified by mail that if they fail to complete their records in an additional 15 days all elective admitting privileges will be suspended



**Records Age = 30 Days (Day 1 of Suspension)  
Elective Admitting Privileges Suspended**

All elective admitting privileges will be suspended and the physician will be notified via fax mail of the suspension. All records will need to be completed greater than 30 days before the suspension is lifted.



**Records Age = 60 Days (Day 30 of Suspension)  
Warning Letter Sent from MRC and MB Chair**

All elective admitting privileges will remain suspended and the physician will be notified via return receipt mailing that failure to complete all of his/her delinquent records greater than 30 days old could result in his/her privileges being suspended and possibly terminated.



**Records Age = 90 Days (Day 60 of Suspension)  
All Privileges Suspended**

Any practitioner who has had his/her elective admitting privileges suspended for 60 days due to incomplete records will have all privileges suspended until he/she has completed all of his/her records. This notification will go out to the provider return receipt and via telephone by the Medical Staff Office. The MB Chair, MRC Chair, Chief of Staff, CEO, and Chief of Service will be notified. Patient care arrangement will need to be made for any patients in the hospital and all scheduled cases will be cancelled.



**Records Age = 111 Days (Day 81 Since Elective Suspension, Day 21 of All Privileges Suspended)  
Automatically Terminated – Non-Reportable**

Any practitioner who has had his/her clinical privileges suspended for 21 days will be automatically terminated. A final written notice will be given to the practitioner advising him/her of the termination date. All incomplete charts will need to be completed before the practitioner will be allowed to apply for privileges, and the applicant will lose his/her status to Provisional Status.