
**GENERAL HOSPITAL
INTEROFFICE MEMORANDUM**

TO: HWANGJI LU, PROFESSOR

FROM: [REDACTED]

SUBJECT: COMPLIANCE AND NON- COMPLIANCE

DATE: [REDACTED]

CC: GENERAL HOSPITAL

Paragraph 1:

The memo I'm creating today is to inform you of the areas that are in standards with the areas that are in compliance and non-compliance with the standards. Some areas do need improvement. The information I am providing is based on the annual reports of the Release of Information, ROI, Record Completion DC Summary, Record Completion for Operative Reports, Dictation and transcribing history and physician (H&P), and core measure as well as the incident report.

Paragraph 2: The Area of Compliance

The area in compliance were as record completion looked for dictation audit report and completion met within the 24/1day. Operative report record completion looked for signature was met within the 30 day. DC Summary looked for dictation compliance completion was met with 30 days.

1. DC Summary Record Completion dictation is at 100%
2. H&P completion for transcribing was at 100%
3. Operative Report Signature is at

100% Paragraph 3: The Area of Non-

Compliance

The areas that are non-compliance are Release of Information (ROI) we looked for 30 days on site and offsite 60 days. H&P dictation was close to 100% we looked at the standard and completion date and only 2 was in non-compliance. DC Record Completion for signature was in non-compliance at 65% we looked at signature and the standard which is 30 days for signature. Record completion (OP Report) for dictation 16 was in compliance out of 20 we looked at dictation completion and the standards.