



TO: General Hospitals, Physicians, Physician Assistants, Podiatrists, Certified Nurse Midwives and Advanced Practice Registered Nurses (APRN)

RE: Timely Completion of Medical Records in the Hospital Setting

The purpose of this provider bulletin is to clarify the Department's policy regarding completion of medical records. Recently, enrolled Medicaid providers have solicited guidance from the Department regarding the time frame within which a medical record should be completed in the hospital setting.

Pursuant to 42 CFR 482(c)(4)(B)(viii), Section 19-13-D3(d)(7) and Section 19-13-D4a(d)(5) of the Regulations of Connecticut State Agencies, medical records must be completed (including authentication by the provider) in as timely a manner as possible but **no later than 30 days** after a billable inpatient or outpatient visit or procedure.

Failure to complete the medical record within 30 days of an inpatient service or discharge or outpatient visit or service may result in financial adjustments based upon post payment review of claims.