

A. UTILIZATION REVIEW COMMITTEE

Section 1. Composition

The Utilization Review Committee shall be a standing Committee composed of active members of the Medical Staff. The physician advisor (who shall deal with government professional review organizations and other utilization issues) must be one of the physician members. There shall be appropriate representation from administration and nursing.

Section 2. Duties

The committee shall assume all responsibilities that relate to the Utilization Review function which shall include:

- (a) Develop a utilization review plan that is appropriate to the Hospital and that meets the requirements of law. Such a plan should include provision for review of appropriateness of admissions and of continued Hospital stay and data collection and reporting;
- (b) Require that the utilization review plan is, in effect, known to the Staff members and is functioning;
- (c) Conduct such studies, take such actions, submit such reports and make recommendations as are required by the utilization review plan; and
- (d) Participate in quality improvement activities which are to include recommending performance improvement monitors, developing screening criteria, interpreting criteria deviations, and implementing corrective action when necessary.

Section 3. Meetings

The Utilization Review Committee shall meet at least quarterly.

B. MEDICAL RECORDS COMMITTEE

Section 1. Composition

The Medical Records Committee shall be a standing Committee composed of members of the Medical Staff. There shall be appropriate representation from administration and nursing.

Section 2. Duties

The committee shall assume all responsibilities that relate to the Medical Records function which shall include:

- (a) Review and evaluate medical records to determine that they properly describe the condition and progress of the patient, the therapy provided, the results thereof and the identification of responsibility for all action taken; and are sufficiently complete at all times so as to facilitate continuity of care and communications, between all those providing patient care services in the Hospital;
- (b) Review Staff and Hospital policies, rules and regulations relating to medical records, including medical records completion, forms, formats and recommend methods of enforcement thereof and changes therein;
- (c) Review information regarding the timeliness and completion of medical records;
- (d) Review and approve records complete for purposes of filing when a Staff member becomes permanently unavailable due to death, resignation from the Staff, or protracted absences, for other reasons.

Section 3. Meetings

The Medical Records Committee shall meet at least quarterly.