

UC Riverside, School of Medicine Policies and Procedures

Policy Title: UCR Health Hospitalist Program at Riverside Community Hospital– MediMobile Charge Entry Policy

Policy Number: UCR HHP 4.0

Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	01/23/2015
Date of Revision:	05/18/2015
Scope:	UCR Health Hospitalist Program

I. Policy Summary

- a. To constitute official policies amongst UCR Health Hospitalists.
- b. To establish a time guideline for MediMobile Charge Entry.

II. Definitions (Not Applicable)

III. Policy Text

A. MediMobile Charge Entry Requirements

1. MediMobile Charge entry requirements include the following:
 - a. All Hospitalists and Nocturnists will enter MediMobile charges within 24 hours of all patient encounters, to meet UCR Health standards and accurately capture 100% of patient encounters.
 - b. All Hospitalists and Nocturnists will be audited on a regular basis to assure MediMobile charges are entered and up to date.
 - c. Failure to comply with the 24 hour rule and continuous audits with substandard results will result in the following progressive corrective/disciplinary actions:
 - i. Verbal Counseling
 - ii. Written Notice of Counseling
 - iii. Performance Improvement Plan
 - iv. Written Letter of Reprimand
 - v. Reduction/Suspension of Bonus
 - vi. Dismissal

IV. Responsibilities (Not Applicable)

V. Procedures

A. MediMobile Charge Entry

- a. Each Hospitalist and Nocturnist will enter the charges in MediMobile within 24 hours of patient encounter.
- b. It is the responsibility of the Hospitalist and Nocturnist to ensure that their entries are submitted properly.
- c. Clinical Affairs Analyst will review MediMobile entries regularly and notify the respective Hospitalist or Nocturnist of any discrepancies.
- d. Individual exceptions to standard policy shall be documented in an e-mail/memo request and signed off by the Director of Hospital Medicine.

VI. Forms/Instructions (Refer to Exhibits)

VII. Contacts

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	mnduati@medsch.ucr.edu
Medical Director of RCH Hospitalist Service	951-788-3636	kharazmi@medsch.ucr.edu
Clinical Affairs Analyst	951-788-3636	lbaldes@medsch.ucr.edu
MediMobile Support Team (24x7)	877-495-2070	support@medimobile.com

VIII. Related Information (Not Applicable)

IX. Revision History

New Policy (Creation Date: January 23, 2015)

Revision Date: May 18, 2015

Approval Signature(s):



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Director of Hospital Medicine



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