



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 6040.01
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J-3B

SUBJECT: Medical Records Retention and Coding at Joint Medical Treatment Facilities (MTFs) and Centers

- References:**
- (a) JTF CAPMED-D 5103.02, "JTF CapMed Clinical Decision Making Committee Charter," June 1, 2010
 - (b) DoD Instruction 6040.40, "Military Health System Data Quality Management Control Procedures," November 26, 2002
 - (c) International Classification of Diseases - Clinical Modification (ICD-9-CM) diagnosis/factors influencing health/external causes of injury/morphology, (or most recent iteration or successor publication)
 - (d) International Classification of Diseases - Clinical Modification (ICD-9-CM) procedures, Current Procedural Terminology Evaluation and Management (CPT E&M), CPT procedures and Health Care Common Procedure Coding System (HCPCS) (or most recent iteration or successor publication)

1. **PURPOSE.** This Directive, in accordance with the authority in Reference (a):

a. Establishes policy and assigns responsibilities for the administration of medical records retention and encounter coding.

b. Provides medical records retention and coding reporting in accordance with Reference (b).

c. Provides guidance for medical records retention and encounter coding at Joint MTFs and Centers.

2. **APPLICABILITY.** This Directive applies to Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint MTFs and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy that:

a. Joint MTFs and Centers shall have effective processes in place to ensure an adequate medical records retention program and an effective outpatient and inpatient encounter documentation and coding operation in place.

b. The following coding standards shall be used in accordance with legal and medical coding practices:

(1) 100 percent of outpatient encounters, other than Ambulatory Procedure Visits (APVs) should be coded within three business days of the encounter.

(2) 100 percent of APVs should be coded within 15 days of the encounter.

(3) 100 percent of inpatient records should be coded within 30 days after discharge.

(4) 100 percent medical records accuracy in each coding area, consistent with International Classification of Diseases - Clinical Modification (ICD-9-CM) diagnosis and (ICD-9-CM) procedures (References (c) and (d)).

(5) These percentages should be tracked to be verified upon request.

4. RESPONSIBILITIES

a. Commander, JTF CapMed. The Commander, JTF CapMed, shall:

(1) Implement policy and prescribe procedures for medical encounters and coding at Joint MTFs and Centers.

(2) Monitor compliance with this Directive.

(3) Modify or supplement this Directive, as needed.

b. Joint MTF Commanders and Center Directors. Joint MTF Commanders and Center Directors shall:

(1) Establish and maintain a medical records control process, which shall include procedures to achieve a 95 percent availability of all medical records while striving for 100 percent availability.

(2) Ensure an outpatient and inpatient coding compliance plan is available at their Joint MTF or Center.

(3) Incorporate external auditors as part of their compliance plan.

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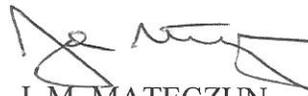
(4) Provide in-house auditors, trainers, and coders, and ensure they have appropriate resources.

(5) Provide certified coders with substantial experience to serve as advisors and mentors to coding instructors and auditors.

5. INFORMATION REQUIREMENTS. With the exception of Service-specific required record keeping, all data regarding patient movement will be tracked via systems that are approved by JTF CapMed, compliant with the DoD Information Assurance Certification and Accreditation Process, and consistent throughout the joint operations area.

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

7. EFFECTIVE DATE. This Directive is effective immediately.



J. M. MATECZUN

Vice Admiral, MC, U.S. Navy
Commander