

Policies and Procedures: WVU Physicians of Charleston
Documentation Guidelines

Section: Compliance
Chapter: Billing
Policy: Documentation Guidelines

I. **Purpose** This policy is intended to ensure that WVUPC is in compliance with CMS Documentation Guidelines for Evaluation and Management (E&M) Services.

II. **Scope** This policy is applicable to services rendered in all patient care settings at WVU Physicians of Charleston

III. **Statement of Policy/Procedure**

- A. WVUPC Faculty and billing personnel shall follow the guidelines set forth by CMS for physician documentation.
- B. The documentation guidelines shall apply to all patient encounters.
- C. CMS has directed that either the 1995 or 1997 guidelines be followed to determine the appropriate level of service. For purposes of continuity, WVUPC has adopted the following 1995/1997 guideline assignment for each Department:

Department of Family Medicine	1995 Guidelines
Department of Surgery	1995 Guidelines
Department of Internal Medicine	1995 Guidelines
Department of OB/Gyn	1995 Guidelines
Department of Pediatrics	1995 Guidelines
Department of Behavioral Medicine	1997 Guidelines

IV. **Implementation**

Each practice administrator shall assure that the provisions of this policy are communicated to and followed by the staff of their respective departments.

V. Administration and Interpretations

Questions regarding this policy must be addressed with your primary clinical departmental biller, practice administrator, the WVUPC Coding Committee, or the WVUPC Compliance Officer.

VI. Amendment or Termination of this Policy

This policy may be amended or terminated at any time.

VII. References

For details of 1995 and 1997 documentation guidelines and their requirements please see the CMS web site at <http://cms.hhs.gov/medlearn/emdoc.asp>.

65 Federal Register at page 59440, n. 24 (October 5, 2000).