

**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).