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

<table>
<thead>
<tr>
<th>Responsible Officer:</th>
<th>Director of Hospital Medicine</th>
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<td>Responsible Office:</td>
<td>UCR Health Hospital Medicine</td>
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<tr>
<td>Origination Date:</td>
<td>01/23/2015</td>
</tr>
<tr>
<td>Date of Revision:</td>
<td>05/18/2015</td>
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<tr>
<td>Scope:</td>
<td>UCR Health Hospitalist Program</td>
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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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Director of Hospital Medicine</td>
<td>951-827-7662</td>
<td><a href="mailto:mnduati@medsch.ucr.edu">mnduati@medsch.ucr.edu</a></td>
</tr>
<tr>
<td>Medical Director of RCH Hospitalist Service</td>
<td>951-788-3636</td>
<td><a href="mailto:kharazmi@medsch.ucr.edu">kharazmi@medsch.ucr.edu</a></td>
</tr>
<tr>
<td>Clinical Affairs Analyst</td>
<td>951-788-3636</td>
<td><a href="mailto:lbaldes@medsch.ucr.edu">lbaldes@medsch.ucr.edu</a></td>
</tr>
<tr>
<td>MediMobile Support Team (24x7)</td>
<td>877-495-2070</td>
<td><a href="mailto:support@medimobile.com">support@medimobile.com</a></td>
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VIII. Related Information (Not Applicable)

IX. Revision History

New Policy (Creation Date: January 23, 2015)
Revision Date: May 18, 2015

Approval Signature(s):

Michael Nduati, MD, MBA, MPH
Director of Hospital Medicine

Mohammad Kharazmi, MD
Medical Director of RCH Hospitalist Service