I. PURPOSE

To define the responsibilities of the resident for the completion of medical records at AUBMC and other participating institutions.

II. DEFINITIONS

Medical Record: The basic tool for planning patient care and for communication between physicians and other persons contributing to patient care. It reflects the quality of patient care that is provided and documents the course of each patient's illness and care.

III. POLICY

3.1 Medical Records System

The medical records system shall support the education of residents and provide a resource for scholarly activity. It shall also support performance improvement activities. Residents shall be oriented to the medical records system to include the policies, and rules and regulations regarding the delinquent medical record procedure.

3.2 Resident Medical Records Agreement

Upon entering the residency (including fellowships) program each resident commits to:

- Follow the rules and regulations regarding medical records while on service at AUBMC.
- Date, time and complete all orders and progress notes at the time they are written.
- Complete a written history and physical examination on each patient within twelve (12) hours of admission.
- Write a progress note on each inpatient as per departmental policy.
- Sign verbal orders within 4 (four) hours after their occurrence.
- Dictate operative reports within 24 hours following surgery, if assigned.
- Dictate/write discharge summaries no later than fourteen (14) days following the discharge or death of the patient.
- Do not remove the medical record from the approved locations.
Do not copy the medical record without prior approval from the Medical Records’ Administrator

Understand that the consequences of not completing delinquent records are possible sanctions, including suspension without pay and termination.

Countersign Medical Students’ entries

Sign and stamp every entry.

3.3 Delinquent Records

3.3.1 Operative Reports

The operative report is considered delinquent if it is not dictated within 24 hours. In case of noncompliance, operating room privileges shall be suspended.

3.3.2 Medical Records

Medical records shall be completed within 14 days following discharge to include the signature of the attending physician on the discharge summary. Medical records not completed within 14 days are considered delinquent. A resident shall not be held accountable for medical records that are not available at the time he/she presents to the Medical Records Department to complete the records.

3.4 Consequences of Delinquent Medical Records

3.4.1 Institution

Residents may be suspended without pay for failure to complete delinquent medical records. Suspension without pay will be according to the following procedure:

1. The Medical Records Department notifies the resident and will Cc the Program Director

2. Upon notification of delinquent records, the Program Director will inform the resident of the timeframe (e.g. one or two weeks) for completion, and the effective date of suspension without pay if the records are not completed.

3.4.2 Residency/Fellowship Program:

Individual programs may have consequences for residents who have delinquent medical records in addition to those specified by
the institutional rules and regulations. If so, each Program Director shall provide written guidelines about a resident's failure to complete delinquent medical records. These consequences may include, but are not limited to, the following:

- Probation
- Dismissal
- Withholding of training program certification
- Loss of various privileges of the training program