POLICY

All discharge summary dictations and other medical record responsibilities of the resident will be completed within seven (7) calendar days from the day of discharge. Any resident who has not completed these responsibilities will be suspended (with pay) from all clinical duties, except their continuity clinic, until all of their (available) records have been completed. The time suspended from clinical duties will be added on the end of the residency after a grace period of three (3) days has been exceeded.

All charts should be dictated within 24 hours of the time of discharge to avoid problems with unavailable charts. Despite anecdotal experience to the contrary, there is rarely a circumstance when charts can not be completed within 7 days from discharge. Medical Records data support the fact that more than 98% of records are available for dictation when requested, even when the patient has been out of the hospital for longer than 48 hours.

PURPOSE

We must ensure proper and expeditious completion of records, signatures and dictations in order not only to comply with governing bodies but also to maintain complete and viable patient records.

PROCEDURES

When a resident on any Internal Medicine Service who has responsibility for a discharge summary dictation or any other incomplete medical record duty has not fulfilled that responsibility with in seven (7) calendar days after the patient’s discharge, the resident will be suspended (with pay) from all clinical responsibilities (at UT or any other teaching hospital) except their continuity clinic. The resident will be notified in person or over the phone (by the residency office) with a written confirmation, a copy of which will go in the resident’s permanent record.

Suspension will continue until all outstanding medical record obligations have been met, including records for patients discharged within the previous seven (7) days. The minimum
suspension period will be 1/2 day. For any records that are not available for completion following suspension (and this is documented by Medical Records), the resident will be given an additional seven (7) days for completion. For reassigned charts, residents will be given seven (7) days from the date of notification of the reassignment.

The time suspended from clinical duties will be added on the end of the residency after a grace period of three (3) days or six (6) half-days has been exceeded. Certification of completion of the residency will be contingent upon completion of any additional obligated time.

Reciprocity will be requested from other Departments with resident’s rotation through Internal Medicine Services.

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Revised September 24, 2009
Reviewed March 22, 2010