

Name of Policy: GME: Medical Records Completion		 Reviewed/Revised Date: 12/5/2023 Original Effective Date: 9/6/2016	
Policy Number: 3364-86-053-00			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: Director, Graduate Medical Education			
Scope: UT College of Medicine Residents			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

POLICY

Residents and fellows must complete medical records in a timely and accurate manner. A medical record delinquency occurs when the required contents of the medical record have not been completed within a specified timeframe resulting in an incomplete medical record.

PURPOSE

To define medical record completion delinquency guidelines and establish consequences for not completing records within established timeframes.

PROCEDURE

Residents/fellows must complete medical records in a timely and accurate manner in accordance with *Medical Record Delinquency Policy 3364-87-03*.

The GMEC will review the medical record delinquency reports on a monthly basis.

Inpatient records:

It is expected that discharge summaries be completed at the time the patient is discharged. The resident/fellow discharging the patient is responsible for completion of the discharge summary. All records must be completed by the resident within 10 days of discharge.

Outpatient records:

It is expected that outpatient visit notes be completed the day of the patient visit, but must be completed within 3 days of the patient visit.

The following action will occur if a resident/fellow is delinquent in completing medical records as provided by UT or ProMedica Health Information Management, or UTP.

Warning Status:

Resident/fellow will be placed on Warning Status by the Program Director of their home program if they have 4 or more delinquent medical records during the month. Additionally, the resident/fellow will be removed from clinical activities to complete the records and training may be extended based upon Board requirements. The resident/fellow will remain on Warning Status for two months, and will be removed from Warning Status if no further medical records become delinquent during that time.

Probation Status:

Resident/fellows will be placed on Probation Status by the Program Director of their home program if the resident/fellow has been on Warning Status for delinquent medical records two times during a rolling six-month period (i.e., 2 Warnings will be issued, then the resident/fellow will be placed on Probation status on the third delinquency during the rolling six months). The resident will remain on Probationary Status for 2 months during which their medical record completion will be closely monitored. If the resident continues to be non-compliant, additional adverse action may be taken against the resident, including, but not limited to, dismissal from the program based upon unprofessional behavior.

<p>Approved By:</p> <p><u>/s/ Shaza Aouthmany, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>/s/ Christopher Cooper, M.D.</u> Dean, College of Medicine and Life Sciences</p> <p><i>Review/Revision Completed by: Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• None <p>Initial effective date: 9/6/16</p> <p>Review/Revision Date: Revised 5/17, Revised 12/17, Revised 4/2/19, Reviewed 4/2022, Revised 12/2023</p> <p>Next review date: 12/2025</p>
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