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| Name of Policy: GME: Medical Records Completion | |  <p>Effective date: 12/5/2017</p> | |
| 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 | | | |
| | New policy proposal | <input checked="" type="checkbox"/> | Minor/technical revision of existing policy |
| | 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 resident/fellow is delinquent in completing his/her medical records as provided by Health Information Management and UTP.

Warning Status:

Resident/fellow will be placed on Warning Status by the Program Director of their home program if he/she has delinquent medical records during the month. 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/fellow will be placed on Probation Status by the Program Director of his/her 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 Probation on the third delinquency during the rolling six months). The resident will remain on Probationary Status for 3 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 non-professional behavior.

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| <p>Approved By:</p> <p><u>/s/ Thomas Schwann, 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</p> <p>Next review date: 12/2019</p> |
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