

**CENTRAL IOWA HEALTH SYSTEM  
GRADUATE MEDICAL EDUCATION COMMITTEE**

**POLICY ON MEDICAL RECORD COMPLETION**

- I. **Purpose.** Completion of medical records is both a professional and contractual obligation. The graduate medical education appointment contract specifically states that one responsibility of the resident is to complete in a timely manner and in compliance with medical staff and hospital policies, all medical records for which he/she has responsibility. Hospital and Medical Staff policies require all physicians, both residents and medical staff, to complete all medical records in an accurate and timely fashion. The Joint Commission has established standards that all medical records must be completed within 30 days of discharge. Finally, completion of medical records is an expectation that must be met in order to satisfactorily achieve proficiency in Professionalism and other core competencies as defined by the Accreditation Council for Graduate Medical Education.

This policy describes the expectations of residents and the manner in which compliance is monitored and ensured.

II. **Procedures.**

- A. The resident physician will dictate the history and physical, operative report, procedures note, and discharge summary on patients assigned to the teaching service unless instructed otherwise by the attending physician. The history and physical, operative report, and procedure note must be dictated within twenty-four (24) hours. The discharge summary must be completed within seven (7) days of discharge.
- B. Orders must be timed and dated. Verbal / telephone orders should be co-signed within twenty-four (24) hours.
- C. The Program Director, or his or her designee, will notify any resident who has charts that are over nine (9) days old. Notification will be by phone or in writing (email acceptable). The Program Director or designee will monitor chart completion weekly through Health Information Management.
- D. Required medical record dictations not completed within seventeen (17) days post discharge are considered delinquent. The resident physician will be held responsible for transcription costs incurred to complete required dictations that are delinquent (not completed within 17 days post discharge). Required medical record signatures not completed within thirty (30) days post discharge are considered delinquent. Any resident who receives four (4) or more notifications of delinquent medical records in an academic year will be required to meet with the Program Director or designee. The resident will be expected to provide a plan acceptable to the Program Director or designee for completion of delinquent charts at this meeting. The Program Director or designee will monitor compliance with the plan.
- E. Failure to achieve a satisfactory level of compliance with this policy will result in referral to the Program Director for review. The Program Director may decide that repeated problems of resident compliance with medical records completion requirements indicate unsatisfactory achievement of competency in Professionalism. Failure to achieve satisfactory proficiency in any core competency may adversely affect eligibility for either promotion or graduation or may result in other actions as defined by the GMEC Policy on Resident Corrective Action, Suspension and Dismissal.