

IOWA METHODIST MEDICAL CENTER
Department of Surgery Education
Policies & Procedures

Policy on Medical Records

Purpose

This policy ensures consistent, timely completion of medical records and promotes compliance with hospital policies regarding medical records.

Procedure

Surgical residents are expected to complete medical records in timely fashion and in accordance with policies established at each institution at which the residents rotate and the UnityPoint Health – Des Moines GMEC “Policy on Chart Completion.”

Delinquent medical records will be dealt with according to the policy of the facility at which the records are delinquent.

In addition to the policies at each individual institution, residents delinquent in completion of medical records may be subject disciplinary action from the supervising faculty member, rotation director, or program director. Disciplinary actions may include, but are not limited to:

- a. Feedback at the time of written resident evaluations
- b. Restriction of operating privileges
- c. Written warning to be placed in the resident’s file
- d. Non-academic probation
- e. Failure of promotion or graduation, or failure to renew the resident’s employment contract.