



SUBJECT Medical Record Completion	POLICY NUMBER 300.006	PAGE 1 of 3
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 12/18/07	EFFECTIVE DATE 7/13/05

I. POLICY

It is the policy of the Department of Academic Affairs (“Academic Affairs”) at St. Joseph’s Hospital and Medical Center (“SJHMC”) that the timely completion of Medical Records be an integral part of patient care (“Policy”). The timeliness and clarity of each patient’s Medical Record is a part of each resident physician’s (“Resident”) practice pattern and a central credentialing element in each training program.

II. PURPOSE

Describe the process for Medical Records completion.

III. PROCEDURE

A. Medical Record Requirements

1. Operative Reports must be dictated immediately following a procedure. (Reference Medical Staff Rules and Regulations 7.5)
2. Discharge Summaries must be dictated within 10 days of discharge.
3. All Medical Records must be completed (dictated and signed) within ten (10) days of patient’s discharge.

B. Resident Responsibility

1. Residents are required to report to Health Information Systems (“HIS”) within 5 days of beginning their training at SJHMC in order to ensure that their signature is recorded and on file and to establish, if at all possible, an individual schedule for record completion.
2. Medical Records of discharged patients are sent to HIS by the Resident to be assembled and coded. If operative reports and discharge summaries have not been dictated, HIS will “assign” those responsibilities to the responsible Resident or other responsible treating physician. Medical Records that have not been completed within 10 days after being assigned will be classified as “delinquent” (“Delinquent Medical Records”).



3. Residents are expected to report to HIS at least once every 7 days to complete and sign Medical Records. If resident has an established schedule, Medical Records will be available at that time. If establishing an individual schedule is not possible, Resident should call HIS (x63353) and Medical Records will generally be available within 30 minutes.
4. Residents must report to HIS prior to leaving for a scheduled vacation or outside rotation and report back again within 48 hours of returning to SJHMC. Rotations within Maricopa County do not exempt a resident from reporting to HIS once every 7 days.
5. It is the Resident's responsibility to review and verify the Medical Record list and to notify HIS of any Medical Records assigned in error.

C. Program Director Responsibility

1. The Program Director and/or Chief Resident ("Program Director") will receive a list of Delinquent Medical Records from HIS and will assist in making arrangements for Residents to dictate Medical Records. Academic Affairs will receive a list of Delinquent Medical Records for all Resident training programs.
2. Program Director will monitor their lists of Delinquent Medical Records and incorporate Residents' compliance with this policy into their overall performance/evaluation process.
3. Program Director, in consultation with the Director of Academic Affairs, will recommend when and if such non-compliance should become part of the Resident's permanent file and/or be reported to the Arizona Board of Medical Examiners as "unprofessional conduct".

D. Delinquent Medical Records

1. Non-compliance with this Policy may result in a written warning placed in the Resident's permanent file, and may be noted on future verifications of residency.
2. Blatant disregard of the Policy may result in reporting to the Arizona Board of Medical Examiners for "unprofessional conduct".
3. Residents will be notified in writing of any decisions regarding disciplinary action.



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	12/18/07
CHW	12/18/07
JC	12/18/07
RISK/LEGAL	12/18/07
HUMAN RESOURCES	12/18/07
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	12/18/07
GMEC COMMITTEE	