



# Policy and Procedure

Subject: HOUSESTAFF DELINQUENT RECORDS

Policy No. M.4.0

Source: Hospital Administration/Clinical Service  
Chiefs

## PURPOSE

House Officers are required to complete medical records at all participating institutions in order to avoid delinquency as outlined in Medical Staff bylaws of the Medical College of Georgia Hospital and Clinics.

Failure to complete medical records in a timely fashion has the potential to negatively impact patient care. Additionally, a failure to timely complete medical records impacts the productivity and efficiency of the residency training program.

## POLICY

The following constitute medical record delinquencies as defined in the Georgia Regents University and Georgia Regents Health Systems Medical and Dental Staff Bylaws and Rules and Regulations:

1. Any record with missing operative notes for more than 30 days following surgery;
2. More than one record with a missing discharge summary for more than 30 days following discharge; or
3. Five or more incomplete records for more than 30 days following discharge.

Continued delinquency in completion of medical records at all participating institutions constitutes serious misconduct and may serve as grounds for suspension without pay.

The Georgia Regents University House Officer Notice of Appointment contains a statement outlining institutional requirements for completion of medical records and the impact of delinquent records.

A signed contract is obtained from each member of the GRU house staff.

Medical Records publishes a list of housestaff delinquent in completion of medical records monthly.

Correspondence is addressed to each delinquent House Officer notifying them of delinquency and instructing them to complete delinquent records by the 3<sup>rd</sup> Monday of each month.

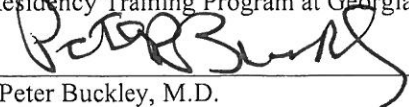
Notice will also be provided to attending physicians to inform them if House Staff have failed to timely complete their medical records.

Before any House Officer takes leave, dictations must complete according to Medical Records guidelines.

After midnight on the 3<sup>rd</sup> Monday of the month, Medical Records publishes a list of House Officers who remain delinquent in completion of medical records. This list is forwarded to the Department Chair/Clinical Service Chief and to the Graduate Medical Education Office.

Any House Officer on this list will be notified that they remain delinquent and that they are subject to suspension without pay. To avoid suspension, the House Officer must provide immediate verification from Medical Records that they are no longer delinquent. The Sr. Associate Dean for Graduate Medical Education shall have discretion to suspend a House Officer with or without pay for failing to comply with this Policy.

The term House Officer is used as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Regents University.

  
Peter Buckley, M.D.  
Dean, Medical College of Georgia

Date

4/17/13

  
Walter J Moore, M.D.

Date

Sr. Associate Dean, Graduate Medical Education

Effective Date: July 1, 1994

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