



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.

POLICY

The following constitute medical record delinquencies as defined in the Medical College of Georgia Hospital and Clinics 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.

Delinquency in completion of medical records at all participating institutions constitutes grounds for withholding House Officer compensation.

The Medical College of Georgia House Office Notice of Appointment contains a statement outlining institutional requirements for completion of medical records and payroll impact of delinquent records.

A signed contract is obtained from each member of the MCG housestaff.

On the first weekday of each month, Medical records publishes a list of housestaff delinquent in completion of medical records.

By the third day of each month, correspondence is addressed to each delinquent housestaff member notifying them of delinquency and instructing them to complete delinquent records by the 15th of each month.

After midnight on the 15th of the month, Medical Records publishes a list of housestaff who remain delinquent in completion of medical records. This list is forwarded to the Department Chair/Clinical Service Chief, to the Graduate Medical Education Office and to payroll. Direct deposits and checks for any individuals on the delinquent list are held, and correspondence is forwarded to housestaff.

House Officers are required to obtain a signed Delinquency Release Form from Medical Records to obtain paychecks. With the completed Delinquency Release Form, paychecks can be picked up on the last day of the month in the clinical service office. Paychecks will be sent to the clinical service office from the Graduate Medical Education Office.