



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 MCG Health System, Inc.

POLICY & PROCEDURE

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 Georgia Health Sciences University House Officer 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 GHSU House Officer.

Medical Records publishes a list of House Officer(s) delinquent in completion of medical records monthly.

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

Before any House Officer takes leave, dictations must be complete according to Medical Records guidelines. After midnight on the 3rd 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, 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 House Officer.

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 working day of the month in the Graduate Medical Education Office.

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

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