



Housestaff Delinquent Records Policy

Policy Owner: Director of HIM Operations, Department of Health Information Management Services

POLICY STATEMENT

Timely completion of medical records, including dictation, electronic input, signing, dating and timing of all entries, is an integral component of graduate medical education. House staff must complete all medical record assignments in a timely manner, must be familiar with health system record completion policies, rules, and regulations, and must participate in electronic health record system training. Failure to complete medical records, as prescribed by the Medical Staff Rules and Regulations may result serious sanctions against the resident, including loss of privileges and documentation of failure to perform duties in the resident's personnel file. A Certificate of Completion or residency training will not be issued until all medical record assignments are completed at the end of the training period.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Administrative Services
- Hired Staff
- Housestaff/Residents & Clinical Fellows
- Leased staff
- Medical Staff (includes Physicians, PAs, APNs)
- Vendors/Contractors
- Other: Volunteers, patients, and visitors

DEFINITIONS

Medical Student – an individual enrolled in a school of medicine or formal educational program in medicine.

House Staff or House Officer – refers to interns, residents and fellows participating in Augusta University postgraduate training program.

PROCEDURES

The following constitute medical record delinquencies as defined in the AU Medical Center (AUMC) Medical Staff Rules and Regulations:

Printed copies are for reference only. Please refer to the electronic copy for the latest version

Policy No. 160

Version: 3

Policy Sponsor: Director of HIM Operations, Department of Health Information Management Services.

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Approved By: Chief Executive Officer, AU Medical Center

Date: 02/15/2022

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 constitutes serious misconduct and may serve as grounds for suspension without pay.

The Augusta 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 Augusta University housestaff.

Medical Records publishes a list of House Officer(s) 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 3rd Monday of each month.

Notice will also be provided to attending physicians to inform them if housestaff have failed to timely complete their medical record.

Before any House Officer takes leave, documentation 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.

Any House Officer on this list will be notified that they remain delinquent and that they are subject to sanctions. To avoid sanctions, 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 the discretion to suspend privileges of the House Officer for failure to comply with this policy.

REFERENCES, SUPPORTING DOCUMENTS, AND TOOLS

[Medical Staff Rules and Regulations](#)

RELATED POLICIES

Augusta University Policy No. M.4.0 "Housestaff Delinquent Records" linked here:

<http://www.augusta.edu/mcg/residents/hspolicies/documents/delinquentmedicalrecord2014.pdf>