



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 Medical College of Georgia at Georgia Regents University.

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 & PROCEDURE

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 housestaff.

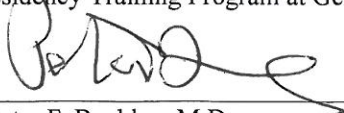
Medical Records publishes a list of House Officer(s) delinquent in completion of medical records monthly. Correspondence is addressed to each delinquent House Officer notifying them of delinquency and instructing them to complete delinquent records by the 3rd Monday of each month.

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


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.

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 the discretion to suspend a House Officer without pay for failure 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 F. Buckley, M.D.
 Dean, Medical College of Georgia

12/10/14
 Date


 Walter J. Moore, M.D.
 Sr. Associate Dean, Graduate Medical Education

11/7/14
 Date

Effective Date:
 July 1, 1994

Revision/Review Date:
 7/94, 3/95, 4/98, 5/01, 4/02, 5/03, 5/04
 10/05, 12/05, 3/06, 10/07, 12/09, 3/11;4/12, 5/13, 10/14

MANAGEMENT OF EXPOSURES TO BLOODBORNE PATHOGENS

Responsible Personnel: Occupational Health, Human Resources or Emergency Department

Protocol:

1. Employees exposed to bloodborne pathogens will report to Occupational Health Services, Human Resources during normal business hours (Monday - Friday, 6:30 AM – 5:30 PM). After hours, weekends or holidays, employees should proceed to the Emergency Department.
2. If PEP is warranted, the initial (first) dose may be provided by Occupational Health Services, Human Resources or the Emergency Department. PEP should be initiated as soon as possible, preferably within hours rather than days of exposure. If a question exists concerning which antiretroviral regimen, Basic or Expanded (as listed below) to use, the Basic Regimen should be initiated immediately rather than delay PEP administration.
3. Occupational Health Services, Human Resources or the Emergency Department will dispense a 48-hour supply of the Basic or Expanded Regimen depending on severity of exposure. In more severe cases, a 72-hour supply may be dispensed.
 - The packets shall be labeled according to Pharmacy policy and procedure. These labels will be obtained from the main pharmacy as needed by an Occupational Health Services staff member. Stock will be available in Occupational Health Services, Human Resources.
 - The nurse in Occupational Health Services will keep a log for all doses dispensed. Each log will include date dispensed, patient name, patient medical record number and total doses dispensed.
 - When the supply stock is depleted to two or three day interventions, the Occupational Health Services staff will fax a copy of the log to the Ambulatory Clinic Pharmacy at 1-3805 and a Medication Order Form to re-order product (see attached). The Ambulatory Clinic Pharmacy will fill the order and to be picked up by an Occupational Health Services, Human Resources employee.
 - Within the Emergency Department, stock packets of the Basic Regimen and Expanded Regimen shall be maintained in the pyxis machine (Trauma side), which will also serve to track doses dispensed.
4. A designated MD will be available to the employee for consultation if needed regarding antiretroviral therapy. Contact Occupational Health Services, Human Resources for follow-up. An Infectious Disease physician will be available for contact through the "On-call" website.
5. At the end of the initial 72-hour period, the Occupational Health physician will make the determination for continuation of the Basic or Expanded Regimens, or discontinuation of PEP.
 - If the source case is negative, therapy should be discontinued.
 - If the source case is HIV positive, therapy should be continued for 4 weeks. Prompt Infectious Diseases consultation is recommended when the source patient is HIV positive to optimize therapy.
 - If therapy is to continue, the Occupational Health physician will write a new prescription. The prescription MUST be stamped 'WORKERS COMP'. For MCG Health, Inc. employees, a list of participating retail pharmacies may be obtained through Occupational Health Services.