



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 Rules and Regulations of Augusta Health Medical Center (AUMC) at Augusta 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 AUMC Medical and Dental Staff 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 loss of privileges and a permanent record in your personnel file.

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.

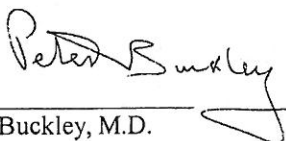
Health Information Management Services (HIMS) publishes a list of House Officer (s) delinquent in completion of medical records monthly. Correspondence is addressed to each delinquent House Officer notifying them of delinquency and instructing them to complete delinquent records by the 3rd full week in the month.

Before any House Officer takes leave, all medical record documentation must be entered or dictated according to the Medical Staff Rules and Regulations.

During the 3rd full week of the month, HIMS 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 sanctions. To avoid sanctions, the House Officer must provide immediate verification from HIMS that they are no longer delinquent. The Senior Associate Dean for Graduate Medical Education shall have discretion to apply sanctions, including the loss of privileges and permanent record in the House Officers' personnel file, 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 the Medical College of Georgia, at Augusta University.



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

02/18/16
Date



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

02/18/16
Date

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Revision/Review Date:
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