



Regional Academic Affairs

TITLE: Chart Completion	POLICY NUMBER: S/I-11
DEPARTMENT: Graduate Medical Education	Effective Date: 10/11
	Revised: 12/23
	GMEC Approved: 12/23
	Date of next Review: 12/25

POLICY:

Residents/Fellows are responsible for completing medical records within 7 days.

PURPOSE:

Electronic Medical Records (EMR) must be completed within 7 days to provide attending physicians the opportunity to review and sign dictations before records move to delinquent status.

PROCEDURE:

1. Complete documentation at point of service.
2. The following time frames will be observed for specific chart items:
 - a. Verbal orders should be used ONLY when active patient care prohibits the resident from entering the order. All verbal orders must be signed, dated and timed within 24 hours. Verbal orders should be avoided as much as possible.
 - b. Discharge summaries must be completed within 7 days (an order must be given naming the resident/fellow responsible for completing the discharge summary. If no order, the resident/fellow that discharged the patient will be responsible for completing the discharge summary).
 - c. Operative reports are to be dictated within 24 hours and a post op progress note must be completed immediately following surgery.
 - d. History and Physicals are to be entered and signed in the patient's EMR before any surgery and within 24 hours of any admission.
3. Residents/fellows should log into the EMR on a daily basis to complete all pending documentation and signature/acknowledgement requirements. If the resident/fellow does not complete the record in the allotted time frame, the attending physician may have admitting privileges suspended.
4. A resident/fellow medical record delinquency list is distributed weekly from Academic Affairs to the program coordinators, program directors and education directors. The coordinators are required to alert delinquent residents/fellows as well as the program director. The program director (PD) will take appropriate follow-up action when necessary, including but not limited to resident/fellow suspension.
5. Process:
 - a. If delinquent EMRs are not completed by the resident/fellow within 24 hours of notice, the program coordinator will notify the program director (after verification with medical records).
 - b. The resident/fellow will be taken off service by the PD until delinquent records are completed.
 - c. Any resident/fellow failing to complete records after 24 hours off-service will be placed on suspension.
 - d. Time in suspension must be remediated using vacation time. If no vacation available, time may be added to end of residency/fellowship as appropriate.
 - e. If a resident/fellow is delinquent more than 2 incidents within a rolling 3-month period, the due process policy will be instituted by the VP, Academic Affairs/Chief Academic Officer, under resident/fellow performance deficiency in professionalism. The resident/fellow will continue to progress through the discipline steps including but not limited to warning status, probation and termination from the residency/fellowship program.

Approved by:

A handwritten signature in black ink, appearing to read "R. Schlievert".

Randall Schlievert, MD
VP, Academic Affairs, Mercy Health - Toledo
DIO, Mercy Health - St. Vincent Medical Center