POLICY: 200-050385-040

Delinquent Medical Record Policy – Discipline Procedure

Timely completion of medical records is an important and essential part of patient care. Hospital Policy #615 outlines the standards for medical record completion and in part states, “All required entries to a patient’s medical record shall be made as soon as possible following the date of the patient’s visit, discharge or death, except in extenuating circumstances. In no case shall entries be delayed for a period of more than 14 days following such date.”

It is the responsibility of each practitioner to comply with the above standards. In addition, the respective clinical department must develop policies and practices to ensure compliance with timely medical record completion. Unfortunately, numerous medical records remain incomplete for months after an index hospitalization and thus place the Institution’s accreditation status and ultimately the training programs at risk.

The following procedure will become effective February 3rd, 2014 to ensure compliance with Hospital Policy #615:

- Effective February 3rd, 2014 all delinquent medical records by housestaff must be complete according to hospital policy #615.

- Medical Records delinquent for more than 14 days will result in formal notification by medical record staff. Notice will be sent to housestaff, Program Director and the respective Department Chair.

- The responsible individual for the delinquent medical record will be required to resolve the delinquencies immediately. If unresolved, the individual will be placed on “Suspension Without Pay” until the delinquencies have been “cleared” by the Medical Records Department.

- Housestaff and the Department will be notified in advance of incomplete medical records with written reports delivered to their respective Departments twice weekly. “Proposed Suspension” letters will no longer be issued.

- Any housestaff who is “Suspended Without Pay” will have formal documentation of this disciplinary action in their resident portfolio and institutional file. The Program Director will also document this action as a reflection of poor "Professionalism" consistent with the ACGME competencies.

- Any housestaff who is suspended without pay on three (3) separate occasions during a 12 month period may be subject to termination.