

Health Information Management (Medical Records) for Teaching Clinics

Effective: July 1, 2016
Reviewed by GMEC: June 14, 2016
Initial Approval by GMEC: February 5, 2002

Statement

The attending and resident/fellow are responsible for documenting and signing each patient encounter. Documentation shall be completed as quickly as possible to ensure continuity of patient care. The medical record will be delinquent if not completed within 15 days from the date of service.

Associated Policy(ies)

Corrective Action
Professionalism

Responsible Positions (Title)

Residents & Fellows
Program Directors
GME Office

Equipment Needed

None

Procedure Steps, Guidelines, Rules, or Reference

1. Whether a paper or electronic medical record system is used in the clinic, the nurse, medical student and/or resident/fellow portion of the clinic record must be completed timely and signed within 7 days of the service date. After signature by the resident/fellow, the record must then be forwarded to the attending who was supervising in the clinic on the service date.
2. The attending must review the nurse, medical student, and/or resident/fellow entries in the patient's record for accuracy and completeness, and sign the resident/fellow's record. When a separate attending note is required, the attending must complete their entry in the patient's record and sign it. The patient's record must be completed within 15 days of the service date.
3. The resident/fellow entry and signature in patient records and the subsequent attending entry (when required) and signature in patient records will be monitored for delinquent medical records. See the Delinquent Medical Records policy in the appropriate manual/bylaws.
4. Medical records not completed by the resident/fellow for any reason will be the responsibility of the resident/fellow's attending physician at the time of patient encounter.

Additional Procedures for an Electronic Medical Record (EMR) system:

1. All providers (attendings, residents, medical students, nurses, etc.) practicing in a clinic are assigned

a personal login and must create a personal secure password for use with the EMR system. Each provider's password must be kept secure and confidential.

2. Each provider is then assigned or creates a unique electronic signature code that is linked to their login. This personal signature code must be kept confidential and secure to ensure the integrity of the EMR system.
3. The unique signature code is entered to electronically sign a patient's medical encounter. The chart is annotated with the phrase "electronically signed by" along with the provider name, date and time.
4. When an EMR terminal is not in use, the terminal must be logged out or "parked" to protect patient confidentiality.

Signature on File

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