

Record Retention for Former Residents and Requests for Information

Effective:	July 1, 2016
Reviewed by GMEC:	April 12, 2016
Initial Approval by GMEC:	February 17, 2009

Statement

The GME Office will permanently maintain files on all residents who participated in residency training. Files may be saved via hardcopy, microfilm, or electronically.

Associated Policy (ies)

Certification
Corrective Action
Dismissal of Residents
Disruptive Residents
Grievance and Due Process
Moonlighting
Remediation

Responsible Positions (Title)

Residents & Fellows
Program Directors
Program Coordinators
GME Office

Equipment Needed

None

Procedure Steps, Guidelines, Rules, or Reference

1. The PH Office of GME maintains the following in the resident/fellow file permanently:
 - Copies of resident/fellow agreements of appointment
 - Copy of the ERAS application or PH resident/fellow application
 - ECFMG certificate, if applicable
 - Copies of Employee Disposition
 - Employability Attestation (I---9), W4 Tax form, Direct Deposit form
 - Visa, EAD copies if applicable (any other Proof of I---9)
 - Standards of Behavior form
 - Corporate Compliance forms
 - Promotional change of status forms
 - License copies
 - Certification copies
 - Final summative evaluation
 - Permission to Moonlight form, if applicable
 - Disciplinary actions records, if applicable

2. The residency program maintains the following in the department's resident/fellow file permanently:
 - Semi---Annual Formative Evaluations and Final Summative Evaluation Procedures
 - Correspondence related to Board status
 - ERAS application access/PH resident/fellow application, letters of recommendation
 - Rotation schedules
 - Disciplinary actions records, if applicable
 - Any other documentation required by individual Residency Review Committee or the Program Director

3. The Palmetto Health office of GME processes requests for Information for the following:
 - Residency verification and credentialing
 - Deferment forms for medical school loans

4. The offices of residency programs process requests for information for the following:
 - Residency verifications for Board Certification or requests that require in-
--depth clinical and character information

Reference

None