

IR-07: MEDICAL RECORDS COMPLETION POLICY

POLICY:

It is the policy of the Frankford Hospitals' graduate Medical Education Programs that medical trainees are to legibly, comprehensively and in a timely fashion document all patient care activities provided by housestaff whether they are providing care at Frankford or at an outside institution. Failure to complete a patient's record within the time frame established by the Department of Medical Education will result in the suspension of the resident, without pay, until such time as the record is completed.

PROCEDURE:

Housestaff receive instruction in proper medical record documentation at orientation. The procedures are outlined for completing the medical record in a timely fashion. Completion of the medical record includes but is not limited to signing all verbal orders within twenty-four (24) hours of issuance as well as dictation of discharge summaries at Frankford Hospitals, at assigned outside institutions for all patients for whom the housestaff member was involved in rendering care. These charts must be dictated within five (5) working days at the end of the rotation. Housestaff who do not complete medical records as stated above and/or in the Training Manual are subject to suspension without pay as determined by the Director of Medical Education. Residents will have access to the Frankford Hospitals Medical Records Department 24 hours/day from Monday to Friday and from 8:30 am to 5:00 pm on Saturday and Sunday. Arrangements to have a medical record pulled should be made by calling the Medical Records Department during normal business working hours.