POLICY:
Residents are responsible for completion of the medical record that has been assigned to him/her for completion. Records must be kept current and must include progress notes of the patient illness or diagnosis, condition, treatment, and other specific data and information which will facilitate consistency and continuity in patient care. Only those abbreviations, signs and symbols, which have been approved by the Staff and Administration, should be utilized in orders and the patient record. Records are confidential and are to be available only to members of the Staff, persons authorized by Christiana Care Health Services Administration, credentialed health care professionals, or legally authorized persons, or persons with signed patient consent.

PURPOSE:
The medical record is the mechanism for defining, capturing, analyzing, transforming, transmitting and reporting patient-specific information related to care processes and outcomes for every individual assessed or treated at Christiana Care Health Services.

SCOPE:
All graduate medical education programs at CCHS.

PROCEDURE:
Timeliness for Completion.
The medical record should be kept up to date and current and completed within five working days after discharge. The resident Agreement of Appointment states that the resident/fellow will: “Perform his/her duties to meet expected competencies including completion of medical records in a timely fashion for the duration of the Agreement”. Yearly “Agreement of Appointment” renewal will include a review of medical record status.

- Notification Process for Incomplete Records: Residents will be notified by Health Information Management Systems on a weekly basis via e-mail and written notice of any incomplete record. The notification will include the patient’s name, medical record number, discharge date, the date the record(s) must be completed, and the location of the record.

Residents should report inability to complete charts to the Program Director and Director of Medical Education by e-mail.

Delinquency Consequences:
If a record is not completed within 15 days after becoming available for completion the resident concerned will be notified via e-mail that he/she is delinquent. Notification of delinquency will be sent to:

- Appropriate Program Directors
- Appropriate Chairpersons
- Director of Medical Education
If a record is not completed within **30 days** after becoming available for completion, the Director of Medical Education will communicate with the resident and the Program Director concerned the issues related to the delinquency.

If a record is not completed within **45 days** after becoming available for completion:

- The resident’s Discretionary Supplemental Educational Fund will be frozen. No discretionary funds will be available to the resident until the records are complete and up to date. The freeze on funds will carry over into the next fiscal year if records remain incomplete.
- The resident’s Discretionary Supplemental Educational Fund will decrease at a rate of **$50** for each succeeding week the resident/fellow remains on the delinquent chart list.
- The resident/fellow will be placed on mandatory vacation until all delinquent records are complete. This will be administered by the Office of Academic Affairs, under the direction of the Director of Medical Education.

Program Directors may initiate more stringent policies or procedures, should this be in the best interest of the program or department.

Incomplete charts of resident no longer assigned to CCHS will be assigned to the most senior resident currently on the service. If no resident is assigned to the service, the chart will be referred to the attending physician for completion.

Failure to complete records in a timely fashion is a personal responsibility and becomes a matter of record. A deficient pattern of record completion will be transmitted to all future credentialing bodies. Repeat offenses may be treated as academic violations.

There will be no exceptions to this policy. Repeated failure to complete medical records in a timely fashion will result in disciplinary action up to and including termination from the graduate medical education program.

**SIGNATURES/APPROVALS:**

Reviewed 05/01/2015