

Policy: Medical Records	Effective Date: 04/2019
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Authorized by: Graduate Medical Education Committee	Replaces: New
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PURPOSE

To establish the framework for the educational environment as it relates to medical records and the responsibilities of the resident for the completion of medical records.

SCOPE

1. Department of Medical Education
2. Baptist Health Medical Center - North Little Rock
3. Baptist Health Medical Center - Little Rock
4. Baptist Health Medical Center - Conway

POLICY

1. Each participating site shall orient resident to the medical records system to include the policies and rules and regulations regarding the deficient and delinquent medical record procedure.
2. Medical records are the property of the respective hospital/clinic and/or treating facility and shall not be copied or removed without prior authorization.
3. During onboarding, each resident shall sign a Resident Medical Records Agreement which applies for the duration of the program. By signing the Medical Records Agreement, the resident acknowledges:
 - a. The resident will complete all medical records according to the rules and regulations of the participating sites.
 - b. The resident must comply with Medicaid, Medicare, and other federal program documentation rules.
 - c. The resident will comply with HIPAA regulations.
 - d. The failure to complete deficient records may result in permanent documentation in the resident's personnel file regarding lack of professionalism. Further, continuing failure to complete delinquent records may result in further discipline, including suspension and/or dismissal from the program. This type of documentation likely will result in difficulty in obtaining license, board certification and/or credentialing.
4. Upon notification of deficient records, the Program Director or designee will contact the resident to determine a plan for completion of deficient records in a timely manner.

5. If deficient records are not completed within above-determined time period, the Program Director will inform the resident in writing of educational interventions including but not limited to:
 - a. The consequences for the continued delinquency which may include:
 - i. Suspension (state time frame in letter) - “Administrative leave” from clinical duties, with pay, for a limited time frame with the expectation that records are completed (state time frame in letter).
 - ii. Exclusion from activities of the program- Program Director will indicate which activities the resident may and may not participate in until the records are completed.
 - iii. Whether or not the resident is required to spend additional time in training to compensate for the period of suspension and be eligible for certification for a full year.
 - b. The patient records in need of completion,
 - c. The time frame for completion,
 - d. The educational intervention {i.e. a pamphlet which ties completion of records to competencies education. Or the ECFMG website has a scenario/vignette, questions about that scenario and a follow-up explanation. It touches on how medical records are a part of patient care, systems-based practice, professionalism, interpersonal communication, and how legally important timely records are. }
 - e. Exploring the cause for the deficient records for social or health interventions on behalf of the resident, practice-based errors, communication skills errors, professionalism, systems-based practice errors.
 - f. The consequences of non-compliance with this written intervention (see 6 below).

A copy of the statement of suspension shall be forwarded to the DIO and Associate DIO for Administration.

6. If, after the suspension, the records are not completed, a Program Director will initiate additional consequences. These consequences may include, but are not limited to, the following:
 - a. Ratings on evaluations and terminal information about resident’s training will be documented as unacceptable such that future requests for credentialing, board eligibility and licensure will be informed
 - b. Deductions from educational funds
 - c. Loss of privileges of the training program
 - d. Suspension without pay
 - e. Dismissal
 - f. Withholding of training program certification
 - g. Monetary fines

The Program Director must notify the DIO and Associate DIO for Administration in writing of any additional consequences initiated against a resident.



RELATED POLICIES

Created 04/2019

Reviewed ##/##/##

Revised ##/##/##