

**Medical Records:**

All WCGME residents must abide by the rules and regulations established by each of the hospitals where they receive training. Adherence to the hospitals' Protocol for Hospital Medical Records is mandatory.

1. According to regulatory compliance standards, medical records must be completed by the attending physician or other physician within the specified period as follows:
  - a. All operative reports (for inpatient/outpatient procedures) shall be dictated or written by the physician who performed the procedure within 24 hours following the procedure. Residents who have not dictated the operative report within 24 hours of the procedure will not be allowed within the Wesley OR Suite and/or Delivery Suite until the report has been completed.
  - b. Procedures performed outside of the operating room should be fully described in the progress notes or by dictated report immediately following the procedure.
  - c. A history and physical examination must be dictated/written within 24 hours after a patient's admission to the hospital or within thirty (30) days prior to admission or prior to surgery with a 24 hour update describing patient's current condition.
  - d. All final diagnoses and procedures shall be present in Discharge Summary or last progress note at the time of the patient discharge from the hospital. If the diagnosis is pending (i.e., because of a test result not yet complete), the physician should document this in Discharge Summary or last progress note.
  - e. Discharge Summary must be dictated within seven days of discharge.
  - f. All physician orders shall be signed within 48 hours of order given or at the next visit.
  - g. All other deficiencies must be completed within 7 days after chart being made available.
2. Residents are expected to complete all record deficiencies prior to leaving on an out-of-town rotation, a personal or medical leave of absence/vacation, or when completing their residency training. In order to be certain all records are available for resident completion, a 24-hour advance notice is required.
  - a. It is the resident's responsibility to notify the HIM Department of scheduled absences.
3. A "delinquent episode" shall be defined as follows:

"A delinquent episode" shall be counted for each week that the resident's name appears on a Hospital Medical Record Delinquent List. The resident will not be

charged with more than one “episode” per week (regardless of the number of hospital lists on which his/her name may appear).

4. Failure to complete the medical records or specified reports within the above time frames will result in the following:
  - a. Each Wednesday, the hospital HIM Department(s) shall prepare a list of residents who have delinquent records and/or reports as of midnight Tuesday. This list shall be emailed to the Chief Operating Officer of the Wichita Center for Graduate Medical Education and a copy will also be distributed to all Program Directors. Each hospital will be responsible for determining their internal distribution of such lists.
  - b. WCGME will monitor the delinquent episodes on a weekly basis, and after the second episode, a warning notice will be sent. Whenever a resident has three or more delinquent episodes in a revolving three-month period, the Chief Operating Officer of WCGME will notify the resident’s Program Director. A copy of this note will be sent to the WCGME Advisory Committee, the Director of HIM, and the resident.
  - c. If these deficiencies are not corrected within five days from the hospital’s notification to WCGME, the Chief Operating Officer of WCGME or his/her designee, will make the decision regarding the imposition of an administrative action, (within the WCGME Due Process guidelines) which may include:
    1. Withholding a resident’s paycheck
    2. Withdrawal of city-wide hospital clinical privilege
  - d. Participating hospitals are to be notified by WCGME in advance of all pending resident terminations. Each hospital is responsible for determining whether terminating residents have medical record responsibilities at their institution. The hospital is responsible for notifying the resident regarding delinquent medical records. In the event delinquent records are not completed prior to termination, the hospital will notify the WCGME office and the resident’s final paycheck may be withheld pending satisfactory completion.

**Approved: WCGME Board of Directors (4/92)**  
**WCGME Residency Committee (5/92)**

**Revised/Approved WCGME Residency Committee (6/95)**  
**Revised/Approved WCGME GMCC/Board Executive Committee (5/08)**