Policy 2.800 Graduate Medical Education Committee
Section Resident Support/Conditions for Appointment
Subject Medical Records
Policy Requirements ACGME Institutional: 2.6.b. ACGME Common Program Requirements: 4.8.f. UAMS Policy: ML.2.07
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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/fellow for the completion of medical records.

Definitions

Medical Record: The basic tool for planning patient care and for communication between physicians and other persons contributing to patient care. It reflects the quality of patient care and documents the course of each patient's illness and care.

Medical Records System: A medical records system that documents the course of each patient's illness and care must be available at all times and must be adequate to support quality patient care, residents'/fellows' education, quality assurance activities, and provide a resource for scholarly activity.

Policy

Residents/fellows should follow the policies, rules, regulations of the medical records system at each training site.

<u>Resident/fellow Medical Records Agreement</u>

Upon entering a University of Arkansas for Medical Sciences College of Medicine Accreditation Council for Graduate Medical Education accredited program, each resident/fellow shall sign a medical records agreement which applies for the duration of the resident's/fellow's time in the training program. By signing the Medical Records Agreement, the resident/fellow acknowledges:

- The resident/fellow will complete all medical records according to the rules and regulations of the participating hospitals;
- The resident/fellow will complete all medical records in a timely manner following the rules outlined by the appropriate training location;

- The resident/fellow must comply with Medicaid, Medicare, and other federal program documentation rules;
- The resident/fellow will comply with Health Insurance Portability and Accountability Act (HIPAA) regulations; and,
- The failure to properly complete medical records or to correct deficient medical records may result in permanent documentation in the resident's/fellow's personnel file regarding lack of professionalism.
- The continuing failure to address delinquent medical may result in further discipline, including suspension and/or dismissal from the program. This type of documentation could result in difficulty in obtaining license, board certification and/or credentialing.

Upon notification of deficient or delinquent medical records, the Program Director or designee will contact the resident/fellow to determine a plan for completion of deficient or delinquent medical records in a timely manner. The Program Director must notify the Designated Institutional Official in writing of any additional consequences initiated against a resident/fellow.