

GRADUATE MEDICAL EDUCATION
POLICIES FOR HOUSE STAFF

MEDICAL RECORDS

Protecting patient privacy and adhering to patient privacy regulations has always been a priority at Long Beach Memorial Medical Center/Miller Children's Hospital. All patient material is protected under laws subject to prosecution. **Therefore, no patient chart is to be removed from LBMMC/MCH under any circumstance.** Charting will be discussed at orientation and with the attending throughout the residency.

Purpose - To ensure discharged records are appropriately completed to comply with Joint Commission (JC) Standards, Medicare Conditions of Participation, California Title 22 requirements for a complete record and the Medical Staff Bylaws, Rules and Regulations. Further, to ensure compliance with timely completion (within 14 days of discharge) of discharged records.

Policy - It is the Resident's responsibility to keep up to date with the Health Information Medical Systems (HIMS) Medical Records at LBMMC/MCH.

1. It is the policy of LBMMC/MCH that house staff must complete medical records within fourteen (14) calendar days of arrival in the incomplete file in Health Information Medical Systems (HIMS) Department.
2. The patient chart will first appear in the resident EPIC "in-box."
3. Records over 25 days old – Notices will be sent directly to the resident/fellow and the program coordinator.
4. At the end of a rotation, if any delinquent charts remain incomplete, the GME office will be notified. The GME office will notify the resident of the delinquent charts. If the GME office is unsuccessful with their attempts to have the residents complete the delinquent charts, the program director will be notified of the total days of suspension that may be required to obtain credit for completion of rotation.
5. Each program director or private physician is ultimately responsible for ensuring the completion of all medical records by residents/fellows on his/her service. Failure of compliance is subject to review by the Health Information Medical Systems Committee and the Graduate Medical Education Committee.
6. No new delinquent records will be incurred while the house officer is on vacation, education leave or ill.

At end of rotation, present to HIMS, the GME Check-Out form so they may verify records have been completed. The program director or designee is responsible to ensure that no resident/fellow is allowed to checkout of the hospital at the end of his/her term until he/she has cleared with the HIMS Department.

MEDICAL STUDENTS CO-SIGNATURE POLICY

Medical students must include their level of training as medical student (MS-3 or MS-4) after signature. Each medical student must have all orders reviewed after completion, and these must be verified by the

signature of a licensed resident or attending physician. Orders cannot be added after the co-signature. It is the student's responsibility to obtain the co-signature.