

**Rush University Medical Center  
Graduate Medical Education**

**MEDICAL RECORDS POLICY**

Residents *and fellows* are responsible for the timely completion of dictations in accordance with JCAHO mandates, Federal Agencies requirements, the Bylaws of the Medical Staff of Rush University Medical Center, and the Policies and Procedures of the Rush University Medical Center.

- **All operative reports will be dictated the day of the procedure.**
- **All discharge summaries will be dictated within 48 hours of the discharge.**
- **All dictations will be completed prior to leaving for vacation or away rotations.**
- **All medical record entries must be signed, dated and timed.**
- **Personalized medical record stamps should be used below the written signature.**
- **Housestaff must avoid the use of unapproved abbreviations in documents** (Refer to Rush's "Do Not Use Abbreviation List")
- **Completion of all dictations is required at year end in order to advance or graduate.**

The Health Information Management Department will make available to the house officers a daily updated summary of incomplete records. In addition, the house officer will be notified of incomplete records three (3) times a week via Rush Lotus Notes email accounts. A summary of all incomplete charts will be sent to the Program Directors, Department Chairs and the Associate Dean for Graduate Medical Education at least weekly. Failure to comply with *the* specific deadlines for dictations will result in The Department Chairs and Program Directors being notified that the house officer(s) will be reassigned to the Health Information Management Department until all available records are completed.

Failure to meet dictation deadlines is treated as a reflection of a house officer's professionalism and may be so noted in evaluations and future credentialing documents.

The Department Chairs, Program Directors and the Associate Dean for Graduate Medical Education will work together to ensure that each house officer meets the responsibilities outlined in the Housestaff Agreement regarding completion of records.

The Health Information Management Department will not grant end of academic year clearance *for* promotion or graduation to any house officer who has available incomplete medical records.

GME will not consider that a house officer has completed a training year unless s/he has Medical Records clearance. At this point, GME will apply the following sanctions, if applicable:

- Deny the house officer a Certificate of Completion for his/her year of training
- Impose other sanctions, as appropriate, up to and including non-renewal of the House Officer's reappointment/promotion or dismissal from program.