

UTHSCSA Graduate Medical Education Policies

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|-------------|-------------------------------|-----------------|---|
| Section 8   | Hospitals and Clinical Duties | Effective:      | February 2002                                 |
|             |                               | Revised:        | May 2008<br>May 2017                          |
| Policy 8.1. | Completion of Medical Records | Responsibility: | Associate Dean for Graduate Medical Education |

**Completion of Medical Records**

Policy

Appropriate completion of medical records is a professional responsibility of physicians throughout the continuum of training and practice. Repeated instances of delinquent medical records may represent a failure of professionalism; in such cases, the GME program may consider disciplinary actions up to and including termination.

Residents whose medical records are delinquent are also at risk for suspension from the medical staff from the health entity in which the delinquency occurs. Such suspension will become a part of the resident's permanent record and will be reported when verifications of training are received,.

The procedures which govern completion of medical records within the University Health System are detailed at <http://www.uthscsa.edu/gme/documents/UHSMedicalRecords7-07.pdf>.

When the resident's record contains information regarding suspension for medical record policy violation, and when UHS or the GME Office receives verification requests from health care facilities, licensing agencies, etc., the information is released. This includes the dates of altered status and the number of days the file remained open.