

RESIDENT SANCTION AND SUSPENSION POLICY FOR MEDICAL RECORD DELINQUENCY

PURPOSE:

This policy is designed to define the meaning of sanction and suspension and to outline a process for improving medical records completion by Residents and Fellows in compliance with the Rules and Regulations of The George Washington University Hospital.

POLICY:

The term sanction shall mean that the Resident's parking privileges have been suspended until all medical records are completed. The term suspension shall mean that the Resident is not permitted to return to work until all delinquent medical records have been completed. The Resident will not be paid for days of suspension.

PROCESS:

Sanction:

The list of delinquent medical records is provided to the GME Office as follows:

- a list of residents with 20 or more delinquent charts is provided weekly
- the complete list of residents with delinquent medical records is provided bi-weekly

Lists are forwarded to all residents by the GME Office via the resident listserv and copied to all program directors and coordinators. Residents on the list of 20 or more charts are monitored and those who remain on the list for 4 or more consecutive weeks receive a 24-hour warning email stating that if they do not complete all charts, parking privileges will be suspended until all charts are completed and Medical Records notifies GME that the charts have been completed. Once verification is received that charts are complete, the parking sanction is lifted.

Suspension:

Letters of notification are sent via U.S. mail by Health Information Management to residents who have delinquent records. The letter advises the resident of the number of delinquent records and the date of suspension, which is 14 days from the date of the letter. Residents are advised to contact the Health Information Management Department and given contact information.

Health Information Management faxes a list of resident who are receiving notices to the Program Directors and the GME Office.

The Program Director or designee will inform the Resident of the impending suspension. Residents who fail to complete their records by the deadline are suspended from residency duties and may not report to work until their delinquent medical records

are completed.

When the records are completed, Health Information Management will notify the Program Director's office and Graduate Medical Education that the Resident may return to duty. The GME Office will communicate with the Payroll Office regarding pay deductions.

The Program Directors will work with the GME Office to actively encourage and assist Residents to complete outstanding records.

APPROVED BY GMEC: October 18, 1994

EFFECTIVE DATE: December 1, 1994

REVISED: June 19, 1995

REVIEWED BY GMEC: March 17, 1997

REVIEWED BY GMEC: March 18, 2002

REVIEWED BY GMEC: January 23, 2006