



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:** Senior Associate Dean for Health Sciences

**Responsible Office:** Health Sciences Dean’s Office

**Last Revised Date:** March 7, 2018

## **Student Documentation in the Medical Record**

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### **Policy Statement**

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It is the policy of Health Sciences Programs at the George Washington University (GW Health Sciences) that all students enrolled in Health Sciences (HS) programs which require them to complete a clinical rotation follow best practices for all student documentation in the medical record.

### **Reason for Policy**

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The purpose of this policy is to ensure that documentation in the medical record by students enrolled in Health Sciences Programs at the George Washington University (GW Health Sciences) satisfies all applicable educational and accreditation requirements.

### **Who is Governed by this Policy**

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Students

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## Policy

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Some GW Health Sciences students, during clinical rotations within affiliated entities, will be provided the opportunity to document information within a medical record related to their participation in patient care. Such documentation provides a means for supervising faculty or instructors to evaluate the quality of students' documentation and accuracy of clinical observations. Best practices for documentation in the medical record will be provided by each respective program of study. Additionally, each affiliated entity providing the clinical rotation will provide guidelines, expectations, and/or restrictions for student documentation in the medical record. Students are expected to review and comply with program defined best practices and affiliated entity guidance. Some affiliated entities may entirely restrict student documentation in the medical record; in these circumstances, the program of study may provide alternative means for documentation of fully deidentified information as a means to enhance the learning environment. Under no circumstances, should a student remove or transport protected health information outside a designated patient care environment. General guidance on student documentation in the medical record follows in the Procedures section of this document.

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## Definitions

**Review of Systems (ROS):** A system-by-system review of the body functions. The ROS is begun during the initial interview with the patient and completed during the physical examination, as physical findings prompt further questions. Questions about family or personal history are included in each section.

**Past, Family, and Social History (PFSH):** The PFSH consists of a review of three areas:

- Past history: the patient's past experiences with illnesses, operations, injuries, and treatments;

- Family history: a review of medical events in the patient’s family, including diseases which may be hereditary or place the patient at risk; and
- Social history: an age-appropriate review of past and current activities.

## Procedures

Following appropriate orientation, HIPAA training and completion of security/confidentiality consents, students may document in the medical record, under the supervision of the Teaching /Supervising physician or Instructor.

- All medical record documentation must be appropriately signed, titled, dated and approved by the student.
- The documentation must be clearly labeled “[Medical, NP, PA, etc.] *Student Documentation.*”
- Teaching/Supervising Physicians or Instructors are required to countersign the student’s documentation, “Reviewed and approved for educational purposed, only,” as required by facility, department and/or program requirements.
- Since Health Sciences Students are not Licensed Independent Professionals, a History & Physical performed by a Medical Student does not meet the Joint Commission requirement that a History & Physical must be performed, documented and authenticated by a practitioner with privileges to do so.
- The Teaching/Supervising Physician must verify and re-document the history of present illness (HPI), as well as perform and re-document the physical exam and medical decision making activities of the services, if performed and documented by a student.

## Contacts

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## Document History

- **Last Reviewed Date:** March 7, 2018
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## **Who Approved This Policy**

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Mary Lynn Reed, Senior Counsel, Medical Center

*This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.*