

**Internal Medicine Education Policy for
Completion of Medical Records
at Texas Health Presbyterian Hospital Dallas**

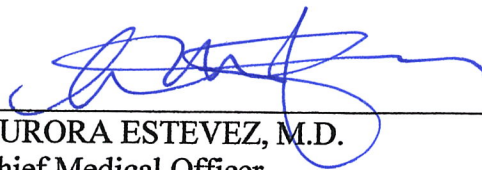
PURPOSE: To establish a procedure to assist in monitoring the completion of medical records by residents.

SCOPE: Applies to all interns and residents (hereafter all will be referred to as trainees) in the Internal Medicine training program on the Texas Health Presbyterian Hospital Dallas campus.

PROVISIONS: Trainees must comply with the same timing and content requirements for medical record entries as are required of members of the medical staff as defined in the Medical Staff Rules and Regulations. These requirements are provided during orientation. Trainees are required to complete the medical record of a discharged patient within 24 hours after discharge. Failure to complete a medical record within the prescribed time frame shall result in notification to the Program Director. The Health Information Management Department will notify the Program Director and Associate Program Director of any incomplete records and they will notify the trainee of deficiencies, if necessary. Completion of medical records will be taken into consideration as part of the trainee's evaluation and consideration for promotion or completion of the program.



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