

University of Colorado School of Medicine

Graduate Medical Education

Policy: Medical Records Policy		
Original Approval: December 12, 2001	Effective date: December 12, 2001	Revision Date: November 19, 2003 April 16, 2014 (Editorial)

In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.

Purpose

This policy will provide Residents the expectations for timely completion of medical records.

Medical Records Policy

Accurate and timely completion of medical records is essential to provide good medical care. This policy will apply to all CU SOM Residents at each of the participating hospital/institutions.

1. All Residents must comply with the applicable hospital policies where they rotate.
2. If a Resident rotates away from a hospital they are still responsible for completion of charts left at the hospital.
3. As part of the annual Training Agreement, Residents are expected to keep charts, records and/or reports up to date and signed at all times.
4. The formal semi-annual evaluation of a Resident’s performance must include an element under the competency of Interpersonal and Communication, an assessment of timely, comprehensive, and legible completion of all medical records.
5. All medical record documentation must be current and completed prior to completion of the training program and exiting the CU SOM.