

Postgraduate Medical Education

Completion of Health Records by Residents

This policy is directed towards Residents in accredited programs; however, the same principles of completion of records would apply to Clinical Fellows.

- Timely completion of health records is a professional duty that Residents are required to perform within domain #1 in “Professionalism in Practice” (PIP) Professional Responsibility / Integrity * . Failure to do so may be reflected on resident’s evaluation. Residents are expected to complete health records on the date of discharge. Charts will remain on the ward for 48 hours for this purpose.
- After 48 hours, completion of health records will be the responsibility of the appropriate staff physician. All notifications and communications by the Health Records Department will be directed to the staff physician.
- If the records are not available to complete the discharge dictation, the Resident must contact the MRP.
- This will be in effect at all the affiliated Hamilton teaching hospitals.

Approved by Faculty Postgraduate Medical Education Committee
June 2013
(electronically approved)