

**STONY BROOK UNIVERSITY HOSPITAL
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

POLICY: MEDICAL RECORDS

PURPOSE

To establish an institutional policy regarding the medical records system for the graduate medical education programs within the institution.

POLICY

The medical record reflects the quality of patient care given in a hospital. The record is the basic tool for planning patient care and for communication between physicians and other persons contributing to patient care. The medical record must document the course of each patient's illness and care and must be available to the residents at all times. The medical records system must support the education of residents and quality assurance activities and provide a resource for scholarly activity.

Orientation regarding the institution's medical records systems is provided by the respective program. Medical record computer processes are also presented at the House Staff Orientation for all incoming trainees and can be found in the Rules and Regulations of the Medical Staff Bylaws. In addition, the Medical Records Committee, established to monitor the quality of documentation in the medical record, has a resident representative.

Rules and Regulations regarding Delinquent Records. Section 9 (I)

Residents who do not complete their medical records within 30 days of discharge will receive a letter warning them that they have 14 days to complete their records or they will be suspended from clinical duties. 14 days later, any resident that has not completed all available incomplete charts will be automatically suspended. The suspension will remain in effect until all charts are completed and is monitored by the GMEC.

Residents are responsible for notifying the supervisor in the incomplete room (444-2854) once the records are complete. Additional information: Refer to SBUH ADMINISTRATIVE POLICIES & PROCEDURES MANUAL Management of Information (IM).

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