

University of Colorado School of Medicine

Graduate Medical Education

Policy: Medical Records Policy		Policy #
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Accurate and timely completion of medical records is essential to provide good medical care as well as a necessary skill that must be taught during residency, and is a measure of professionalism which can be used to assess this ACGME competency. The purpose of this policy is to provide uniformity of process across departments and hospitals. This policy will apply to all UCSHC residents/fellows at each of the participating institutions.

1. All medical records must be completed within 30 days.
2. If a chart cannot be located and a resident has made two good-faith attempts to dictate it (documented by the Medical Records Department), the institution will reassign the chart to the responsible attending. A good faith attempt is defined as giving the Medical Records Department a minimum of a one-hour notice to provide the charts.
3. Persistent failure to complete the records will result in the Program Director taking disciplinary action, such as probation.