

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III.F. DELINQUENT MEDICAL RECORDS

F. 1 Introduction

The timely completion of medical records is important to all institutions with respect to accreditation standards and the adequacy of patient care.

F.2. Loyola University Medical Center Policy

1. When a resident fails to complete required patient records within the time limit determined, not to exceed ten (10) days from the time of discharge, he/she may be removed from service responsibilities until those records are complete.
2. Residents will be expected to dictate discharge summaries on patients, which they have been assigned on a service.
3. The time off service will be charged to his/her vacation allowance. In the event that vacation time has expired, the time off will be considered as a leave of absence without pay.
4. Prolonged failure to comply will result in additional disciplinary action up to and including dismissal from the program.

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