

LOYOLA MEDICINE  
RESIDENT HANDBOOK  
III. POLICIES AND PROCEDURES

**III. B. RESIDENT RECORDS**

- B.1. Central Office of Graduate Medical Education Record  
The Central Office of Graduate Medical Education will maintain a permanent file for each resident who participates in a Loyola residency training program. The file contains application materials, consent and release of information authorization, medical license applications, Agreements, requisite attestations, correspondence, unpaid leave of absence forms, original medical school transcripts, and payroll documents.
  
- B.2. Residency Training Program Record  
The office of the resident's program director will keep a permanent file for each individual in the residency training program. Contents of the file includes copies of documents held in the Central Office of Graduate Medical Education record, letters of recommendation, written evaluation of past performance from the resident's previous program director(s), as well as program evaluations completed for the resident's rotations or summaries thereof.
  
- B.3. Residency Verification
  - a. The Central Office of Graduate Medical Education will verify dates of residency attendance to institutions that request information for purposes of credentialing. In the event that a Final Note to File is on file, a copy will also be released. The Central Office of Graduate Medical Education will forward all requests for additional information on performance or conduct to the appropriate program director's office.
  
  - b. Neither the clinical program nor the Central Office of Graduate Medical Education will provide information on any resident to any outside party without that resident's written release, except where mandated by law or when an agency will use .....the information only for statistical purposes.
  
- B.4. Resident Access to Central Office of Graduate Medical Education and Program Director Files
  - a. Files kept by the Central Office of Graduate Medical Education are for administrative and educational compliance purposes.
  
  - b. A resident may view his/her program level file in the presence of a staff member of the department. A resident may not remove or take any paper from the current file. Copies are available to currently enrolled trainees upon request. Residents may secure copies of completed evaluations through the residency software system. In the event that the resident's access to electronic systems has been limited or terminated for disciplinary purposes, copies of past evaluations will be made available upon written request throughout their term of appeal.

## B.5 Record Retention

- a. Individual residency training programs will retain files for all residency training program applicants and interviewees for a period of one year from the date of the organized Match or final date of selection of candidates.
- b. Files for all individuals accepted for training in a Loyola residency training program will be retained for a period of five years after the resident's completion or departure from a residency training program. After five years, files may be purged, except that the following documents must be retained:

Letters or memos related to disciplinary action or academic probation  
Letters written by faculty members  
Semiannual reviews  
Final note to file

- c. The Central Office of Graduate Medical Education will also retain files for all individuals accepted for training in a Loyola residency training program for a period of five years after the resident's completion or departure from a residency training program. After five years, files may be purged, except that the following documents must be retained:
  - Resident application
  - Consent and release of information authorization
  - Verification of license
  - Graduate medical education agreements
  - Letters or memos related to disciplinary action or academic probation
  - Final Note to File

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