

 SIU SCHOOL <i>of MEDICINE</i>	Name of Policy: Delinquent Medical Records and Duty Hour Records	
	Last Approval Date: June 16, 2017	Effective Date: June 16, 2017

Residents have a contractual obligation to complete medical records, annual on-line training requirements and duty hour records in a timely fashion. SIU School of Medicine and its affiliated Springfield hospitals have set standards for when these are considered delinquent and have established clear methods of notification for the residents. If delinquent medical records, annual on-line training and/or duty hour records are not completed by the designated deadline, the resident will be suspended with loss of clinical/hospital privileges and clinical credit toward training requirements, until the delinquency is corrected. The minimum time of suspension will be one day. Vacation or other leave time cannot be used to make this time up.

If a resident incurs 3 instances of clinical suspension, he/she will then receive a 7-day disciplinary suspension with loss of clinical/hospital privileges, clinical credit and pay. This 7-day disciplinary suspension will be scheduled by the resident's program director at a time when it is least disruptive to the program and will in all likelihood result in a delayed graduation date.

If a resident incurs an initial 7-day disciplinary suspension, any subsequent instances of clinical suspension will result in an additional 7-day disciplinary suspension, and the resident will be subject to termination.

To view the protocols for these go to <http://www.siumed.edu/gme/policies-and-procedures.html> and select Medical Records Completion and/or Time Record Completion.