SECTION: Graduate Medical Education Policies ISSUED: 1/26/06

SUBJECT: Legibility in the Medical Record REVISED: 5/19/2011

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PURPOSE: To establish a protocol for identifying the name and training status of house officers (including residents, fellows and chief residents) and medical students in the written medical record.

POLICY: All house officers and medical students will be required to identify their names and training status in written medical records in a manner that will be legible.

PROCEDURE:

Residents and Fellows: All house officers will be given a name stamp at the beginning of their training program by the Graduate Medical Education Office. The name stamp will include the House Officer's name, pager number, and status as a House Officer. Housestaff will be required to use the name stamp in addition to their signatures in all written clinical notes in both inpatient and outpatient settings in all Lifespan facilities. Signature on NCR paper is the only exception to using the name stamp along with a signature.

If a house officer loses his/her name stamp, the individual or the program will be responsible for the cost of replacement. If the name stamp breaks or needs maintenance (eg additional ink), costs will be borne by the Graduate Medical Education Office.

In the electronic medical record, residents and fellows are expected to clearly note their training level and program on all orders and notes.

<u>Medical Students</u>: All medical students will be required to PRINT legibly "Medical Student" at the beginning of all written clinical notes in both inpatient and outpatient settings in all Lifespan facilities. At the end of the note, the student will sign his/her name, print his/her name, and again, identify his/her medical student status in legible print, below the signature, e.g. BMS4.