

**SECTION:** Graduate Medical Education Policies

**ISSUED:** June 1992

**SUBJECT:** Policy on Inspection of House Staff Files

**REVISED:** April 15, 1999

A. Policy

1. The Hospital will allow residents to inspect their own files.

B. Procedure

1. Availability of files

- a) Residents may inspect their own files during the regular business hours of the Department of Medical Education.

2. Entitled to access

- a) Only residents currently in service or on authorized leave of absence may have access to their file.
- b) Applicants to the house staff, designated agents or any other persons are not permitted to see files.

3. Available for inspection

- a) A resident may inspect the following material from the file:

- 1) Application for residency
- 2) Stipend information
- 3) Notices of commendation, warning, or discipline
- 4) Performance evaluations

4. Excluded from inspection

- a) The following material is excluded from resident inspection:

- 1) Records relating to the investigation of possible criminal offenses
- 2) Letters of reference
- 3) Material being developed for use in criminal, civil or grievance procedures
- 4) Information available under the Fair Credit Reporting Act

Policy on Inspection of House Staff Files

5. Stipulations

- a) Files may not be removed from the Office of Medical Education.
- b) The contents of a file cannot be copied
- c) The Director of Medical Education must be present when a resident inspects a file.
- d) Only under special circumstances may residents inspect their file more than once a year.

6. Counterstatement

- a) A counterstatement may be placed in the file if a resident disagrees with the material in the file.