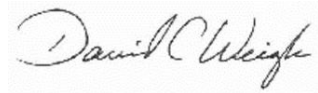


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**Policy Title:** Document Standardization and Retention (formerly Data Integrity and Standardization)



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**PURPOSE:**

Complete and accurate documentation of essential data is an important asset of every training program and of UT Southwestern. These data are not only used for training program management, billing, and Medicare reimbursement, but can also be utilized for analysis and strategic decision-making by various institutional stakeholders.

The purpose of this policy is to promote the efficient operation of UT Southwestern's residency and fellowship programs through the standardized use of a central database (Medhub).

**POLICY:**

1. Each UT Southwestern Graduate Medical Education (GME) program will permanently retain training records as specified below for every resident enrolled in the program. All programs will utilize the Residency Management System (e.g., MedHub) approved by the Graduate Medical Education Committee as the central repository for program-related data storage and management. These records must be available for review by the Accreditation Field Representative at the time of a site visit, or at the request of the Sponsoring Institution.
2. The minimum content in current residents/fellows' educational files should include:
  - Periodic evaluations as required by the GME *Evaluation* policy. These include end-of rotation evaluations, semiannual evaluations, summative evaluations, and final evaluations;
  - Records of each of the resident/fellow's rotations and other training experiences, including surgical and procedural training, as applicable;
  - Medical school graduation documentation, and Education Commission on Foreign Graduate Medical Education (ECFMG) certification for international medical graduates;
  - For residents/fellows engaged in moonlighting, documentation of permission from the Program Director and the GME Office;
  - Documentation of current medical license or Physician-In-Training permit;
  - Documentation of required added training, such as ACLS, PALS, GCEP, etc.;
  - Documentation of scholarly activity and quality improvement projects, including records of presentations, abstracts, and publications;
  - Records of any Performance Improvement Plans and/or any Corrective Actions, ;
  - Other content as determined by the Program Director and/or the Sponsoring Institution.
3. All programs will enter resident/fellow demographic information and training history into Medhub at the start of each academic year (or upon a resident's/fellow's entry into the program) and will ensure that this information is kept current. Required demographic information includes the following.

Listed in the order as they appear in Medhub on the Resident Management section:

- Demographics:
  - Full legal name
  - Social security number
  - Place of birth
  - University ID
  - Date of birth
  - Gender
  - Country of citizenship
  - Ethnic origin
  - Race
  - Military status
  - NPI number
  - ORCID Identifier
  - Employer ID
  - Employer
  - Photograph
  
- Visa/Immigration status and documentation/copies uploaded into Medhub (if applicable)
  
- Contact Information
  - UTSW email address
  - Home phone
  - Cell phone
  - Current address
  - Emergency contact information
  
- Education
  - Medical/Dental School
  - Degree
  - Graduated (yes / no)
  - Attended Start date to end date
  - Medical school transcript and diploma (uploaded into Medhub)
  - Add Graduate School name, degree, dates as applicable
  
- Certifications (copies uploaded and entered into fields)
  - Licensure from Texas Medical Board (during period of training) – full license number or Physician-in-Training permit
  - ECFMG (if applicable)
  - DEA and DPS (if applicable)
  - Life Support Certification (e.g., BLS, ACLS, ATLS, PALS)
  - Other program specific certifications (when applicable)
  
- Test Scores (copies uploaded into Medhub and entered into fields)
  - USMLE (Step 1, Step 2 CK, Step 3) or COMLEX\*
  - In-Training examination scores as applicable
  
- Training History
  - Complete and accurate training history that begins with first intern/residency program
  
- Forms/Files (uploaded into Medhub when applicable/available)
  - Malpractice Insurance face sheet
  - Verification of Completion of Training
  - Employment Contract

- Evaluations –
  - For a resident without academic or professional problems, the minimum to retain is the semi-annual evaluations and the end of training summative evaluation.
  - For residents who have academic or professional issues, maintain a copy of all evaluations.
- Documentation of Corrective Actions
  - Maintain all records of corrective actions (e.g., Probation, Repetition of a Rotation, Non-Promotion, Extension of the Defined Training Period, Suspension, and/or Dismissal).

The UT Southwestern Records Management and Retention policy is found at:

<http://www.utsouthwestern.net/intranet/administration/policy-library/handbook/chapter-08/fss-201-records-management-and-retention.html>.

**Records may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record or in the approved records retention schedule until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.**

\* The Texas Medical Board accepts passage of a variety of examinations and/or combinations of examinations in its licensure requirements. (See Texas Administrative Code, Title 22, Part 9, §163.6 at <http://www.tmb.state.tx.us/idl/36978563-5411-C9E2-616B-9A13943C6202> for specific information). The vast majority of our residents will meet this requirement by taking and passing USMLE Steps 1, 2, and 3 or COMLEX Steps 1, 2, and 3. Any resident pursuing an alternative path to meeting licensure examination requirements may seek a waiver from the Passage of Medical Licensing Examinations policy's passage date requirement from the GME Office. For the purpose of this policy, 'Step 3' refers to the final licensure examination required for full medical licensure in this state.