

Maternal Fetal Medicine Policy

Subject: Patient Chart Completion Time Frame Regulation

1. Maternal Fetal Medicine fellows are required to have all patient charts completed **by the following business day from the date the patient is treated**. If the fellow is unable to complete the patient chart, they must advise their Program Director, another teaching physician or the program coordinator with the reason they cannot complete the chart in the required time-frame.
2. Maternal Fetal Medicine fellows are required to complete all "in-patient" charts **the same day as treatment**. If the fellow is unable to complete the patient chart, they must advise their Program Director, another teaching physician or the program coordinator with the reason they cannot complete the chart in the required time-frame.
3. If a fellow fails to comply with the above regulations, the fellow will be required to utilize his earned "PTO" to complete his patient charts. If chart completion continues to be an issue, the Program Director will resort to Pinnacle Health Policy #15, (copy attached) regarding further disciplinary actions.
4. All incidents will be documented and kept in the fellow's record.

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Fellow Signature

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Program Director Signature

7/2009