

NOTE WRITING POLICY

ADMISSION HISTORIES AND PHYSICALS:

There must always be a comprehensive history and physical written by an intern or resident on the chart within 2-3 hours of admission and no later than 8 AM post-call. At UMMS the green and white admission forms ("green sheet") must be used.

- 1) If a patient is transferred from a non-medicine service or the RDU, this is considered an admission to medicine. This requires a comprehensive history and physical written on the green and white admission form.
- 2) For the first 3 blocks of the year the upper level resident must write a supervisory history and physical on every patient in addition to the intern's admission note. If the attending works up some of the patients on the call day, and writes an attending note, their note can count as the "second" or supervisory MD note for the initial admission history and physical. The supervising resident is still responsible for the oversight of the intern and this patient, but does not need to write a second supervisory note.
- 3) The MICU has twenty four hour attending coverage and all admissions have an attending admission note. Therefore while all admissions to the MICU require an intern note the attending note will stand as the supervisory note.
- 4) Admission notes written by third or fourth year medical students do not count as an intern or resident note.

PROGRESS NOTES:

There must be a progress note written every day on every patient. At UMMS, the progress note template must be used.

- 1) The daily note must be written by an MD every day, i.e., an intern or the attending. If an intern has the day off (weekend or weekday), the attending note counts as the note for the day. It is ultimately the attending's decision as to whether he/she will write the full note, write a paired note with the intern/resident or ask the resident to write the full note.
- 2) Third and fourth year students must write daily progress notes on their patients, but these do "not count" as the daily progress note.

MEDICAL STUDENTS:

Third Year Clerks

- 1) Third year medical students are to write an admission note on plain progress note paper on every admission they see. This admission note MUST be on the patient's chart before the M3 leaves the hospital for that admitting day.
- 2) Third year medical students must write a daily note on each patient they are following. This note is to be written on plain progress note paper and cosigned by the resident or intern following the patient. The M3 daily note goes into the chart. It does NOT replace the note by a physician.
- 3) Finally the M3 should strive to write a discharge summary on every patient they follow. This must be done on the day of discharge and be written on plain progress note paper.

Fourth year medical students / subinterns

1. The admission history and physical must be completed by the **resident** on the green sheet. The subintern should write their admission history and physical on plain progress note paper. On the PCS/CCS, MICU and Cancer Center rotations, the admission note must be completed by the **resident**.
2. Subinterns must write a daily note on each patient they are following. This note is to be written on plain progress note paper and cosigned by the resident or intern following the patient.
3. For subinterns rotating on PCS/CCS, MICU and Cancer Center, the note of record must be written by the resident. The subintern on these teams should write a daily note on plain progress note paper.
4. For discharge summaries the subintern must complete a discharge summary on the day of discharge. This may be a written or typed document that the resident may use as a guide for dictation. The subinterns may not directly dictate or type the discharge summary into OTIS.

Updated: September 2007