

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 blue and white admission forms ("blue 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 blue and white admission form.
2. All admissions to Intensive Care Units require a supervisory resident 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.

1. At UMMS, the progress note template must be used.
2. 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.

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 should not enter the patient's chart.
2. Third year medical students must write a daily note on each patient they are following. These notes should not enter the patient's chart.

Fourth year medical students / subinterns

1. The admission history and physical must be completed by the **resident** on the blue 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, they must be completed by the senior resident on the team. These should not be completed by a medical student.

Updated: September 2007, 5/09, 6/09