



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

### GME RECORD RETENTION AND REQUESTS FOR INFORMATION

Approved Date: 05/24/2021	Effective Date: 07/01/2021	Review Date: 07/01/2023
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**Scope:**

Prisma Health-Midlands		Prisma Health–Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children’s Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

**Policy Statement**

The GME Office will permanently maintain files on all residents/fellows who participated in residency training. Requests from applicants for information concerning their recruitment files will be maintained for a period of time, based on accrediting body requirements. Files may be saved via hardcopy and electronically.

**Definition(s)**

N/A

**Associated Policies:**

- Academic and Professional Improvement
- Dismissal of Residents
- Grievance and Due Process

Moonlighting

### **Responsible Positions**

Residents/Fellows  
Program Directors  
Program Administrators  
GME Office

### **Equipment Needed**

N/A

### **Procedural Steps**

#### **1. Record Retention of Former Residents and Fellows**

The GME Office and/or the residency/fellowship training programs maintain the following in the resident/fellow file, permanently:

- Copies of resident/fellow agreements of appointment
- Copy of the ERAS application or PH resident/fellow application
- ECFMG certificate, if applicable
- Copies of Employee Disposition
- Employability Attestation (I--9), W4 Tax form, Direct Deposit form
- Visa, EAD copies if applicable (any other Proof of I--9)
- Corporate Compliance forms
- Promotional change of status forms
- License copies
- Certification copies
- Final summative evaluation
- Permission to Moonlight form, if applicable
- Disciplinary action records, if applicable

#### **2. Record Retention of Applicants to Residency and Fellowship**

A) The Graduate Medical Education Committee has a specific policy and procedure for resident/fellow eligibility and selection.

B). All requests (including e-mail requests) for information and/or an application to a Prisma Health residency or fellowship program will be retained for two (2) years where:

- i. Information is requested, but no completed application is filed;
- ii. The individual is deemed ineligible
- iii. The individual is deemed eligible, but not invited for an interview

C) All requests for information and an application receive from an eligible individual, who is invited for an interview, but fails to match with a Prisma Health residency or fellowship program, will be retained for seven (7) years.

D) As per item 1 above, all requests for information and an application received from an eligible individual, invited for an interview and accepted into the program, will be retained permanently.

### **References**

ACGME Institutional Requirements  
ACGME Common Program Requirements

### **Appendices**