



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: 5/24/2021	Effective Date: 7/1/2021	Review Date: 7/1/2028
---------------------------------	---------------------------------	------------------------------

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 programs are responsible for maintaining files on all residents and fellows who participated in Graduate Medical Education programs. Residency program applications are retained for a limited period of time, as defined by accrediting body requirements.

Files are saved electronically in the following locations:

- New Innovations – residency training and personnel files
- Program SharePoint sites – residency program files such as policies, curriculum, schedules, etc.

Program documents **should not** be stored on portable external hard drives, Prisma Health hard drives, personal cloud applications, or other unsecured devices not supported by Prisma Health IT.

Associated Policies and Procedures:

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

Definition(s):

N/A

Responsible Positions:

Residents and Fellows
DIO and GME Office
Program Directors and Program Administrators
Human Resources
General Counsel

Equipment Needed:

Access to New Innovations – GME resident/fellow software database

Guidelines and Rules:

1. Record Retention of Former Residents and Fellows

The residency/fellowship training programs permanently maintain the following data within the resident/fellow file:

- Resident/fellow agreements of appointments (i.e., annual contract)
- ERAS Application or Prisma Health resident/fellow application (i.e., San Francisco match, etc.)
- Employee disposition
- Employability attestation (i.e., I-9, W4, Direct deposit form, etc.)
- Corporate compliance forms
- Promotional change of status forms
- State medical license, state and federal controlled substance license, PECOS, NPI number, etc.
- Final summative evaluation

If applicable, copies of:

- ECFMG certificate
- VISA and/or EAD
- Permission to moonlight forms
- Disciplinary action records

2. Record Retention of Applicants to Residency and/or Fellowship Programs

- A. The Graduate Medical Education Committee (GMEC) has a specific policy addressing resident/fellow eligibility and selection.
- B. All requests (including email) for information and/or an application to a Prisma Health residency or fellowship program email are retained for two years, under the following conditions:
 - i. Information is requested but no completed applications is filed,
 - ii. The individual is deemed ineligible, and/or
 - iii. The individual is deemed eligible but not invited for an interview
- C. All requests for information and an application received from an eligible individual who is invited for an interview but fails to match with a Prisma Health GME program are retained for seven (7) years.
- D. Application received from an eligible individual invited for an interview, and accepted into a Prisma Health GME program, are retained permanently.

3. Request for Verification of Training

- A. Programs complete official request for training via the Verification of Training form.

References:

ACGME Institutional Requirements: IV.B, IV.C, IV.D

ACGME Common Program Requirement (Residency and Fellowship): II.A.4.a).(14), II.A.4.a).(15)

Appendices:

None