



## Policies and Procedures

Policy MFMR07	Patient Encounter Logging Policy
Effective Date:	10/26/2022
Reviewed/Revised Date:	
PEC Approval Date:	10/26/2022; 12/13/2023
References:	ACGME Family Medicine Requirements

**Purpose:** The purpose of this policy is to describe patient encounter logging requirements for tracking and compliance purposes. The ACGME requires that a diverse variety of patients be seen across a number of practice settings. A report will be ran quarterly to assure that all residents have a diverse patient population.

### Policy:

1. All clinic procedures must be logged in New Innovations.
2. It is the resident's responsibility to ensure that logging is up to date. All patient encounters and procedures for a given month must be logged by the tenth day of the next month (e.g., all April encounters and procedures must be logged by May 10<sup>th</sup>)
  - a. You can opt to print out a list of encounters from the EMR (do not include patient identity information) and provide those to the coordinator for filing and he/she will offset your numbers in New Innovations. These encounter types are:
    - i. Adult Inpatient
    - ii. ER
    - iii. Peds ER
    - iv. Peds Inpatient
3. All required encounters are tracked by the program to ensure adequate resident training, for ready accessibility in the event that the numbers are requested by the ACGME, and for the purposes of documentation required by credentialing request from future employers.

Patient Encounter Type	Number of Encounters	Rotation	Rotation Location	Where to Log in New Innovations
Adult Inpatient	750			
ER Encounters	125			
Continuity Deliveries	2			
NSVD	25			
Peds ER	50			
Peds Inpatient	50			
Geriatrics Include pts>65 in the clinic, nursing home, and Home Visits	125			
Telehealth				

4. Do not stop logging encounters once you meet your requirements as this information goes to future employers.