

**UCSF Fresno**  
Office of Undergraduate Medical Education

**Dictation Policy**  
(for medical students)  
June 1, 2008

Presently, medical students receive warnings and suspension notices from CRMC due to incomplete or delinquent medical records for the following reasons:

- a. Missing signatures or text
- b. Missing or unsigned dictation (discharge summaries, H&Ps)

Recommendations:

- a. Clerkships will clarify with students at the time of orientation the policy for dictation and chart completion.
- b. UME will forward delinquent notices to the Clerkship for those medical students who are no longer on rotation in Fresno.
- c. Both UME and Clerkship will remind students to complete records prior to or on the final day of their rotation.
- d. Clerkships will reassign medical student delinquent charts to other members of the clerkship team.