

RESIDENT HANDBOOK

SECTION VII: GME OFFICE RESPONSIBILITIES

RESIDENT RECORDS AND RETENTION POLICY

PURPOSE

This policy establishes guidelines for the retention of resident/fellow program files and resident/fellow information required by the state of Nevada, the Nevada System of Higher Education (NSHE) Board of Regents, and the Kirk Kerkorian School of Medicine at UNLV to be kept in New Innovations at the separation of the resident/fellow from the Kirk Kerkorian School of Medicine.

POLICY

It is the policy of the Kirk Kerkorian School of Medicine at UNLV that upon a resident/fellow's separation from the school, that certain records are maintained in a training file for future reference to provide information to individuals requesting it for the purpose of, but not limited to, training verification, medical staff credentialing, insurance credentialing, etc.

PROCEDURE

- I. Each residency program will maintain an electronic file for each resident currently enrolled in their residency program.
- II. Electronic resident files will be maintained on the resident management software New Innovations for long-term record maintenance.
- III. After graduation, the resident file will be scanned and permanently uploaded into the resident's New Innovation Personnel record.
- IV. Disciplinary records will be maintained and permanently uploaded into the resident's New Innovation Personnel record.
- V. Remediation documentation will be maintained and permanently uploaded into the resident's New Innovation Personnel record.
- VI. All documents in the files for those residents that do not complete their residency program must be retained permanently.
- VII. Resident information retention and time frames listed below.
- VIII. **Retention Period For a Minimum of Eight Years After Graduation**
 - a. Correspondence (Non-Disciplinary/Non-Remediation)
 - b. Credentialing (Tests or Results, i.e., microcopy, restraints, moderate sedation)
 - c. Evaluations (not summative or semi-annual)
 - d. Interview Review Sheets
 - e. Moonlighting Requests
 - f. Recognition Letters/Awards/Record of Presentations Given
 - g. Reimbursement/Expenses paid by program funds (travel, meetings, books, etc.)

- h. Student Loans/Deferments (copy)
 - i. Vacation/Sick Leave Requests
 - j. State Medical License Application
 - k. Provider Enrollment, Chain, and Ownership System (PECOS) Application
- IX. Information Retained Permanently**
- a. Application Electronic Residency Application Service (ERAS) File
 - b. Away Rotation Information
 - c. Block Schedule/Training Schedule
 - d. Basic Life Support (BLS)/Advanced Cardiovascular Life Support (ACLS) Certification (Copy)
 - e. Checkout Form
 - f. Certificate of Appointment/Commencement
 - g. Copies of verifications completed after resident completes/leaves training
 - h. Educational Commission for Foreign Medical Graduates (ECFMG) Documentation
 - i. Graduation Certificate (Certificate of Completion)
 - j. HIPAA Training/HIPAA Acknowledgement
 - k. Immunization Record
 - l. In-Training Exam Scores
 - m. Leave Without Pay Requests and Documentation
 - n. Malpractice Documentation
 - o. Medical School Diploma
 - p. Medical School Transcripts
 - q. New Innovations (Required Items in Personnel Records, see "New Innovation Requirements" Section I)
 - r. National Provider Identifier (NPI) Number
 - s. Copy of Offer Letter with signed acceptance page
 - t. Procedure Checklist/Log or Summary
 - u. Release Form for Verification Info (this can be included in the Final Summative Evaluation)
 - v. Resident & Fellow Information Sheet
 - w. Resident Contract (Copy)
 - x. Resident CV (ERAS Application CV)
 - y. Six-Month Summative Evaluations (Semi-Annual Reviews)
 - z. State Medical License
 - aa. Summative Evaluation and/or Final Letter with release form for verification
 - bb. TB Record (uploaded)

cc. Visa Information

X. Incomplete Residency Files

- a. All items contained in the resident file must be retained for eight years

NEW INNOVATIONS REQUIREMENTS

New Innovations Residency Management Software is used by the school of medicine for storing resident information and records. Resident information contained in New Innovations is used and managed by the office of graduate medical education (GME) and residency programs.

I. Required Resident Information in New Innovations (Located in the Personnel Records Section):

- a. Work Role
- b. Credentials
- c. Status
- d. Compensation Status
- e. Post Graduate Year
- f. NPI Number
- g. Date of Birth
- h. School of Medicine Email
- i. Immunizations
- j. Citizenship
- k. Certifications
 - i. ACLS
 - ii. BLS
 - iii. Certificate of Appointment/Commencement
- l. State License Information
- m. Test Scores (In-Training Exam)
- n. Employee ID Number
- o. Program Information
- p. Training Record Dates
- q. IRIS Information Section (Required for Hospital Partners)
 - i. Name
 - ii. SSN/SIN
 - iii. Employer
 - iv. Post Graduate Year
 - v. Initial Program
 - vi. Workload
 - vii. Medical School
 - viii. Medical School Graduation Date

- ix. ECFMG Date (if applicable)
- r. Onboarding Uploads

Approved by the Graduate Medical Education Committee (GMEC), April 2025
NSHE Records Retention Schedule (rev. August 2016)