IOWA LUTHERAN HOSPITAL TRACK-DES MOINES
UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY

Policy: Clinic Staffing/Chart Review

First-Year Residents

All patients will be staffed with the scheduled attending faculty. The essential aspects of the visit will be reviewed together. The faculty physician will complete a staffing note in the electronic medical record (EMR) and sign it.

Second and Third-Year Residents

Patients may be seen without staffing, but all patients with difficult, unusual, or multiple problems should be staffed. In addition all admissions, Medicare visits that are a 99214 or higher, procedures, x-rays, EKGs, referrals and consults must be staffed. It is anticipated that R2 and R3 residents will staff a minimum of three patients per 1/2-day session. The faculty physician will be involved with the substantive parts of the visit, complete a staffing note in the electronic record for all 99214 or higher visits.

Chart Review

Faculty will receive the notes of patients seen by residents whom they supervised during staffing sessions by electronic routing. The faculty will review notes for content, quality of care, completeness and follow up documentation. Feedback will be given to the resident and any recurring or serious deficits will be reported to the resident's faculty advisor or to the program director.

Visits will be reviewed at the minimum following rate:

R1 – 100%
R2 – 50%
R3 – 25%

In addition, all active prenatal charts will be reviewed by assigned OB faculty on a monthly basis. Deficiencies will be reported directly to the resident.

Reviewed 5/2026