Medical University of South Carolina  
Department of Surgery  

General Surgery Residency Training Program Dictation of Operative and Procedure Notes Policy  

1. All operations and procedures performed by surgical housestaff must be dictated within 24 hours of the operation. Residents are strongly encouraged to dictate immediately after the procedure. If it is unclear whether the resident or attending is the operating surgeon (hence, the dictating surgeon), ask immediately following the case to avoid any confusion and delay.  

2. Those dictations not performed within this time frame will appear on a list supplied by the transcription department providing the name of the patient, operation performed and resident responsible for the dictation and given to the administrative chief resident. Those names which appear on these lists will be considered and recorded as delinquent.  

3. Those residents with delinquent operative and procedure notes will be assigned inhouse call on the first available, off-call Sunday of the following month during which the operation or procedure was performed. Those residents who are assigned this additional night of call will function as an intern on that service and the intern who is assigned to be on call that day will be off. Additionally, residents may be removed from operative responsibility until all notes are brought up to date.  

4. The chief administrative resident will be responsible for the implementation of this policy, for determining those residents who are truly delinquent in the dictation of their operative or procedure notes, and for the assignment of additional inhouse call for those residents who are delinquent. This policy will take effect immediately and underscores the resident's commitment to the prompt dictation of operative and procedure notes by the surgical housestaff.  

5. The first offense will be a written warning from the administrative chief resident.  

As a method to assure fairness of this program, all residents are responsible for recording the confirmation number assigned to their dictations. The number is assigned at the completion of the dictation by the recording system. This then becomes your “receipt” that you have indeed dictated the case/procedure and it has been accepted by the system. Many residents find it convenient to record the number on the stamplate labels we collect and retain as a record of the case. When a question arises as to whether a case/procedure has been dictated or lost by the Department of Medical Records, this confirmation number provides verification that the report is not delinquent.