

# YOUNGSTOWN COMMUNITY HEALTH CENTER

## CHART AUDIT PROCESS

**AUDIT TOPIC:** Well child care-evaluation.

**DATE:** Dec. 12, 1996

**DIRECTOR OF CLINICAL AFFAIRS:** \_\_\_\_\_

Audits of charts to assess the compliance of well child evaluations will occur monthly by an assigned staff member. The report of the previous month results will be submitted to the Director of Clinical Affairs no later than the fifth day of the new month.

The indicators to be assessed are:

### ♦ DOCUMENTATION

- The charts will be evaluated at random. Ten (10) charts will be selected at random on a monthly basis.
- The patients must be 18-24 months old at the time of the review.
- The patients must have had 3 or more visits to YCHC.
- The visits must have occurred over a period of three months or more.

**I. DOCUMENTATION.** The charts will be evaluated for the following documentation.

- A. Are children scheduled for well child follow up according to guidelines?
- B. Are histories completed on the chart?
- C. Are physicals completed on the chart?
- D. Are anticipatory guidance issues discussed?
- E. Assessment section completed?
- F. Plans section completed with appropriate follow up scheduled?