

YOUNGSTOWN COMMUNITY HEALTH CENTER

MEDICAL POLICY

AUDIT SYSTEMS

- I. PURPOSE.** The purpose of the audit system at YCHC, Inc. is to function as one component of an evaluation “tool” for the QA/QI program.
- II. PROCEDURE.** There are a number of components which make up the total audit system. The charts will be selected randomly upon the request of the Director of Clinical Affairs. The front desk clerical staff will perform the actual pulling of the charts. The following describe each component.
- A. Chart organization audits.** These audits occur quarterly by the QA/QI committee and will consist of 25 (100 annually) randomly selected charts from both pediatric and adult medical departments. The primary function of this audit is to evaluate and provide feedback regarding proper chart organization according to protocol.
 - B. Individual provider audits.** These audits occur monthly by staff and contracted providers and will consist of 10 (120 annually) randomly selected charts from the respective departments in which the audited staff provider practices. The primary function of this audit is to evaluate and provide feedback regarding the provider’s quality of work and chart maintenance according to policies and protocols.
 - C. Clinical Indicators audits.** These audits occur monthly by assigned staff and will consist of 10 (120 annually) randomly selected charts according to the guidelines outlined by the Clinical Measures Indicator Workbook published by the Department of Health & Human Services. The primary function of this audit is to evaluate and provide feedback regarding effective delivery of quality care by looking at specific clinical indicators.