

POLICY

CHART AUDITS AND PEER REVIEW

3016

It is the policy of Bullhook Community Health Center to ensure we are effectively providing and documenting care to our clients. To that end we will take a proactive approach in applying continuous quality improvement in the provision of clinical patient care services. Peer review and chart audits contribute to this goal by monitoring clinical treatments and medical record documentation. Chart audits also provide a source of information for performance evaluations and privileging.

During the first month of each quarter, the Medical, Dental and Behavioral Health Department Managers will select ten random charts from each individual provider's encounters for review from the past quarter. These records will be pulled and an audit form attached to each record.

Administrative Audit

The Risk/Department Manager will audit the chosen records for HIPAA, and completeness factors, documenting findings in an audit summary.

Peer Review

The Management team with guidance from the providers will select an evidence based tool appropriate for each department. The providers will annotate findings on the audit form and return the forms to the Department Manager. Individual providers concerns will be addressed by the Department Director with the individual provider. After review, the Department Director will prepare an Audit Summary Report and data analysis to be reviewed by the QI Committee.

Laboratory Review

The Medical Department Manager will audit the records to ensure that all lab procedures requested have been performed, reviewed and added to patient charts and that all appropriate documentation is present.

Performance Improvement

Audit summary results will be provided to the QI Committee, providers, and clinic staff. Appropriate action will be instituted and monitored through the QI Committee. A summary of the findings will be reported to the Board of Directors through the monthly QI report.

Kym Hall
 CHIEF EXECUTIVE OFFICER

Date: 7-8-19

Debi Rhinis
 CHAIR, BOARD OF DIRECTORS

Date: 7-8-19

Date first adopted	11/12/2007
Date Revised/QI Board approval	6/26/2019
New date adopted/Board of Directors approval	11/12/2007, 07/08/2019