



CLIENT CHART (HEALTH RECORD) ORDER AUDIT TOOL - ACUTE

SITE: Health Record Number: Where problems are identified, extend monitoring to identify the source of problems and ensure corrective action is taken to facilitate compliance.	UNIT: Date of Audit:
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		YES	NO	If no, explain
1	ADVANCE CARE PLANS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Are each set of forms in chronological order?			
2	ADMISSION/LEGAL FORMS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
3	PRESCRIBER ORDER			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
4	HISTORY/CONSULTS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
5	IPN/CARE MAPS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
6	CHARTING FLOWSHEETS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
7	OPERATIVE RECORDS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
8	BLOOD PRODUCTS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			

		YES	NO	If no, explain
9	LAB			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
10	DIAGNOSTICS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
11	MEDICATIONS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
12	FLUID BALANCE FLOWSHEETS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
13	MISCELLANEOUS			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
14	NEWBORN			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			