



**CLIENT CHART (HEALTH RECORD) ORDER AUDIT TOOL –  
PCH and Transitional Care Centres**

<b>SITE:</b> <b>Health Record Number:</b> Where problems are identified, extend monitoring to identify the source of problems and ensure corrective action is taken to facilitate compliance.	<b>UNIT:</b> <b>Date of Audit:</b>
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		YES	NO	If no, explain
<b>1</b>	<b>ADVANCE CARE PLANS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Are each set of forms in chronological order?			
<b>2</b>	<b>ORDERS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
<b>3</b>	<b>TRANSFER &amp; DISCHARGED</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
<b>4</b>	<b>INTEGRATED PROGRESS NOTES</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
<b>5</b>	<b>ASSESSMENTS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
<b>6</b>	<b>MEDICATION/TREATMENT</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
<b>7</b>	<b>RESTRAINTS/FALLS</b>			
	• 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
8	<b>HISTORY/PHYSICAL</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
9	<b>DIAGNOSTICS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
10	<b>ADMISSION RECORDS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
11	<b>CONSULTS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
12	<b>REHAB &amp; THERAPY</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
13	<b>CONSENTS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			
14	<b>MISCELLANEOUS</b>			
	• Is the tab in the correct place?			
	• Are the correct forms under the correct tab?			
	• Is this section in chronological order?			