



## DISCHARGE INSTRUCTIONS RECORD: EMERGENCY DEPARTMENT CHART AUDIT

Biannually, audit 10 Emergency Department charts at regional centres and 5 charts at non-regional centres.

Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Audit completed by: \_\_\_\_\_

Medical Record Chart Number																					
Desired response: Yes (Y) or Not Applicable (NA)	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	Y or NA	No	
1. Emergency visit summary is completed.																					
2. Medication prescription provided.																					
3. Medications reviewed.																					
4. Medications from home returned.																					
5. Teaching provided is indicated.																					
6. Recommendations for managing at home is completed.																					
7. Follow-up appointments and/or post-discharge referrals identified.																					
8. Vital signs were recorded.																					
9. Belongings returned indicated.																					
10. With whom the information has been reviewed is indicated.																					
11. How the patient left and with whom is documented.																					
Total number of Y or NA responses only:																					
Formula: $\frac{\text{Total \# of Yes or NA responses}}{\text{Total \# of charts audited X 11 total possible responses}} \times 100 = \text{\% rate of meeting the indicator}$																					
Recommendations for improvement:																					