



Information Transfer Acute Care Audit for Discharges

Annually, complete 10 chart audits that review the completion of the Hospital Discharges Instruction Plan.

Facility: _____

Unit: _____

Medical Record Chart																			Totals		
Desired response: Yes (Y) or Not Applicable (NA)	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	Y/ NA	No	
1. Written discharge instructions provided.																					
2. Discharge Medication Plan / Prescription provided																					
3. Medication reviewed with patient/ family.																					
4. Future / follow-up appointments identified.																					
5. Patient Teaching / Information reviewed.																					
6. Referrals submitted identified.																					
7. Discharge instruction signed & dated by nurse.																					
Total number of responses:																					
Formula: $\frac{\text{Total \# of Yes/ NA responses}}{\text{Total \# of charts audited X 7 total possible responses}} = \text{_____} \times 100 = \text{_____} \% \text{ rate of meeting the indicator}$																					

Comments:

- Quality Improvement Plan is completed
- Quality Improvement Plan is submitted along with Audit Results

Date: _____

Audit completed by: _____