



## Triage Record Audit For CTAS LEVELS I to V

In May and November of each year,  
regional sites audit 20 emergency department (ED) charts and non-regional sites review 10 charts.

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

Medical Record Chart Number																				
Desired response: Yes (Y) or Not Applicable (N/A) <b>NB: N/A only applies to #3 and #4, for patients who have already been moved out of the waiting room to a treatment area.</b>	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No	Yes or N/A	No
1. Critical first look is <b>documented</b> of each patient in the description of how they presented to the ED within the <b>objective assessment</b> .																				
2. Time of registration to triage less than 15 min.																				
3. The initial patient reassessment was completed according to CTAS level.																				
4. Reassessment is documented.																				
Total number of Yes or N/A responses only:																				
Assessment: $\frac{\text{Total \# of Yes and NA responses}}{\text{Total \# of charts audited X 4 indicators}} = \text{_____} \times 100 = \text{_____} \% \text{ rate of meeting the indicators}$																				
Recommendations for improvement:																				