



## Guidelines for PCP Monthly Chart Audit

**PURPOSE:** To identify successes in the practice.

Practices participating in Level two or three are asked to complete chart audits of children seen for asthma. These should be completed on 10-15 charts each month for six months after completion of training sessions.

If the practice chooses to have CAPP staff complete the audits, the practice will obtain medical record releases from those families.

### **PROCEDURE:**

- 1- Determine date chart audits to be completed (ie. 1st of month, 15<sup>th</sup> of month, etc.) Use attached table for tracking audits due and completed.
- 2- Randomly select 10-15 charts of children seen in last month for asthma.
- 3- Using one *Chart Audit* form for each child, complete as follows:

LINE 1: Fill in name of provider treating the child and name of practice

LINE 2: Provide date chart audit completed, patient date of birth, age and gender

LINE 3: Check box for appropriate race/ethnicity. Identify if Latino by circling Y(yes) and N (no).

LINE 4: Write in number of hospitalizations and ED (emergency department) visits in last month (one month from date of chart audit).

LINE 5: Write in number of asthma related sick visits in past month and date of latest influenza vaccine.

LINE 6: Write in date of varicella vaccine and last PPD.

#### Double outlined box on left

Check the appropriate box for each item as described.

Check *This Visit*, if item was documented for the asthma visit for that months audit.

Check *Last 6 Months*, if item was documented at any asthma visit during the previous 6 months.

Check *No*, if item was not documented at any asthma visit during the last 6 months.

#### Severity Classification

Check appropriate box if documented – leave blank if classification is not documented.

#### Medications

Identify type of medication prescribed, date prescribed, dose and frequency.

For inhaled bronchodilator, check appropriate box for delivery method prescribed

#### Referral to CAPP

Complete box with date referred if documented on chart.

- 4- When complete, notify CAPP staff for pick up monthly.

**PRACTICE:** \_\_\_\_\_

## Chart Audit Tracking Table

	<b>Month One</b>	<b>Month Two</b>	<b>Month Three</b>	<b>Month Four</b>	<b>Month Five</b>	<b>Month Six</b>
	DUE:	DUE:	DUE:	DUE:	DUE:	DUE:
Chart	Date Complete	Date Complete	Date Complete	Date Complete	Date Complete	Date Complete
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						