

Physician Practice Medical Record Audit Tool – SAMPLE

Auditor Name: _____

Audit Date: _____

Patient Identifier: _____

Audit Question	Yes	No	N/A
Is the patient's primary care practitioner identified?			
Is the patient's primary language identified?			
Is there a current, comprehensive history and physical examination?			
Is a family history, including a family history of cancer documented?			
Are appropriate vital signs documented for each patient visit?			
Are all entries made by a practitioner or staff member authenticated?			
Is there an up-to-date list of all current medications (including over-the-counter medications and herbal supplements) and refilled prescriptions in the patient's record?			
Are allergies noted on the current medication list and in a prominent medical record location?			
Is there a current problem list?			
Is preventive health maintenance and cancer screening documented?			
Are all immunizations documented in a central area?			
Are written patient educational materials provided and documented?			
Are all test results/consultant reports authenticated by the ordering practitioner?			
Are abnormal test results acknowledged and a plan for follow-up documented?			
Is patient notification of abnormal and normal test results documented?			
Are telephone calls pertaining to patient care documented?			
Does the documentation of prescriptions and prescription renewals include medication name, dosage, frequency, quantity, number of refills and prescriber's signature?			
Are missed/canceled appointments and evidence of follow-up documented?			

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Audit Question	Yes	No	N/A
When informed consent is necessary, is the informed consent discussion documented?			
If a patient refuses to follow-up on referrals or recommendations, is an informed refusal discussion documented?			
Is handwriting legible?			
Are all scanned documents legible?			
Are the notes for each clinic visit documented according to office protocol?			
Is all information in the record organized according to office protocol?			
Is documentation clear and free of errors?			
Are only approved abbreviations used?			

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