

# YOUNGSTOWN COMMUNITY HEALTH CENTER

## CHART AUDIT PROCESS

**AUDIT TOPIC:** Well child care-Childhood Immunizations.

**DATE:** Feb. 8, 1995

**DIRECTOR OF CLINICAL AFFAIRS:** \_\_\_\_\_

Audits of charts to assess the specific childhood immunization indicator will occur monthly by an assigned staff member. The report of the previous month results will be submitted to the Director of Clinical Affairs no later than the fifth day of the new month (i.e., the previous month data will be reported by the fifth day of the new month).

The indicators to be assessed are:

- ◆ **DOCUMENTATION**
- ◆ **PATIENT IMMUNIZATION  
MANAGEMENT**
- ◆ **IMMUNIZATION COMPLIANCE**

-The charts will be evaluated at random. Ten (10) charts will be selected at random on a monthly basis.

-The patients must be 18-24 months at the time of the review.

-The patients must have had 3 or more visits to YCHC.

-The visits must have occurred over a period of three months or more.

I. **DOCUMENTATION.** The charts will be evaluated for the following documentation.

- A. Are immunizations documented in the immunization data portion of the Pediatric Data Sheet?
- B. Has a copy of the previous immunization record from other providers been recorded or a copy of the record present in the chart?
- C. Are the orders for immunizations recorded on the providers SOAP note?

II. **PATIENT IMMUNIZATION MANAGEMENT.** The charts will be evaluated for the following.

- A. Is there documentation regarding risk/benefit information given to the parents(VIS)?
- B. Documentation present regarding follow up for next scheduled immunization?

III. IMMUNIZATION COMPLIANCE. The charts will be evaluated for the following.

- A. Has the patient completed the appropriate vaccinations as per current immunization schedules?
- B. If the patient has been behind, has the patient been or being appropriately "caught up" according to state guidelines?