Records Audit Tool

Document control | REC-FRM-002 | New

Field	Content
Title	Records Audit Tool
Document ID	{{facility.code}}-REC-FRM-002
Version and status	1.0 | Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director date: _____
Approver and signature	{{roles.clinical_director.name}}, clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months after effective date)
Supersedes	None (new document)
Standards and criteria supported	Standard 1, criterion 2A.6
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

1. Purpose

To audit a random sample of 10 records each quarter against the mandatory list.

2. How to use

Complete one form per patient, per area or per period, as the purpose states. Tick Yes, No or N/A. Any No is actioned at once and reported to the person named in the procedure.

3. Items

#	Item to check	Standard [evidence]	Yes	No	N/A	Action if No
1	Record sampled (anonymised ID)	Recorded [EC]	[ ]	[ ]	[ ]	Action and who to tell
2	Each mandatory entry present (count of 6)	Recorded [EC]	[ ]	[ ]	[ ]	Action and who to tell
3	Each entry legible and signed	Yes / No [EC]	[ ]	[ ]	[ ]	Action and who to tell
4	Privacy: no names visible outside the record	Yes / No [EC]	[ ]	[ ]	[ ]	Action and who to tell
5	Gaps and action	Recorded [EC]	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

Retention: {{facility.records_retention_years}} years, filed as set in the retention schedule (REC-POL-001).

4. Evidence

ID	Source	Link / status
E-009	ASF Expert Committee consensus. Sample size of 10 is an EC decision.	see source

EC = ASF Expert Committee consensus.