**Quality Assurance Audit**

**HDS NAME: ID:**

**DATE: TYPE:**

**QA AUDITOR INITIALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account/Job Number** | **Work Type** | **Points Possible** | **Minus Score** | **Equals Score** |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  | 100 |  |  |
|  |  |  | **AVERAGE** | #DIV/0! |

**If the same error is repeated throughout the document, the error is only counted once.**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF ERROR** | **#ERRORS** | **x VALUE** | **TOTAL** |
| **CRITICAL** |  |  |  |
| Patient demographics | 0 | 3 | 0 |
| Work type/template/wrong provider | 0 | 3 | 0 |
| Wrong provider information | 0 | 3 | 0 |
| Terminology misuse | 0 | 3 | 0 |
| Wrong medication, dose/dosage | 0 | 3 | 0 |
| Wrong lab value | 0 | 3 | 0 |
| Unapproved abbreviations | 0 | 3 | 0 |
| Incomplete or missing text | 0 | 3 | 0 |
| Inserted or omitted text | 0 | 3 | 0 |
| Incorrect side/site | 0 | 3 | 0 |
| Failure to edit/failure to flag | 0 | 3 | 0 |
| Failure to follow author instructions | 0 | 3 | 0 |
| Inconsistencies/discrepancies | 0 | 3 | 0 |
| Unauthorized substitution | 0 | 3 | 0 |
| **NONCRITICAL** |  |  |  |
| Misspelled meds, terminology, names | 0 | 1 | 0 |
| Transposition of proper names | 0 | 1 | 0 |
| Incorrect word form | 0 | 1 | 0 |
| Incorrected, inserted or omitted text | 0 | 1 | 0 |
| Nonsense text; punctuation | 0 | 1 | 0 |
| Failure to flag; sound alikes | 0 | 1 | 0 |
| Protocol failure | 0 | 1 | 0 |
| **TOTALS** |  |  |  |

**FINAL SCORE: 98 and above PASS**

**< 98 NEEDS IMPROVEMENT**

**NOTE: Any critical errors found upon audit will automatically fail the audit.**