

VETERINARY MEDICAL RECORDS AUDIT

| | | | |
|--|---------------------------|--|--|
| Animal Identification Number: _____ | | Protocol Number / Principal Investigator: _____ | |
| Date of Review: _____ | | Reviewer: _____ | |
| <input type="checkbox"/> Medical record contains no entries of concern for date range: _____ through _____ | | | |
| <input type="checkbox"/> The entries listed contain errors or omissions of concern: _____ | | | |
| Date of Entry: | Comments on Entry: | | |
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| Date of Entry: | Comments on Entry: | | |
| General comments and suggestions: | | | |

Record is reviewed for:

- 1) Problems identified (e.g. thin, weight loss, diarrhea, discharges, limp, etc.)
- 2) Treatments prescribed
- 3) Notes about communication with lab or vet
- 4) All entries signed (initialed) and dated
- 5) Laboratory results

- 1) **Problems identified:** If a clinical condition is noted, it should be assessed. If assessment is that it is clinically insignificant, proceed to step two. If clinically significant, plans for diagnosis, treatment, research or activity restrictions (if applicable) and rechecks must be included. Once resolved, the problem should be noted as "Resolved."
- 2) **Treatments prescribed.** Prescriptions should be signed by a veterinarian, or charted "per Dr. X" in record. Treatment sheet should show that treatment has been administered as prescribed.
- 3) **Communications.** If there is a note that Vet, PI or other will be informed or consulted, record should include documentation that communication occurred.
- 4) All entries should be **signed** and **dated**.
- 5) **Laboratory Work.** If lab work has been submitted, results should be in record. If results are in record, there should be written interpretation of veterinarian's assessment of the significance of the findings (or "per Dr. X")

When records problems are identified:

- Do NOT make changes in the body of the record.
- Do make a dated and signed record of audit findings, along with best estimate of the accurate information needed to correct the record's deficiencies. If this requires reassessment by a veterinarian, contact the veterinarian associated with the errors found, or another LARC veterinarian.