Completing the Chart Audit for Post-Partum Depression and Infant Mental Health

1. **Select Months**
   - Select at least **six** consecutive or non-consecutive months to be audited. At least **four** of the months must occur after your practice receives the Post-Partum Depression and Infant Mental Health trainings.
   - Select at least **one** month that occurred prior to the Post-Partum Depression and Infant Mental Health trainings.

2. **Identify 6-Month Well-Child Visits**
   - Select at least **twenty** 6-month well-child visits per month to be audited.
   - To reduce bias, please select consecutive 6-month visits with a well-child billing code (not only those visits at which screening took place) and select visits that are representative of different providers in your practice.

3. **Collect Patient Data for Chart Audits**
   - Complete the Chart Audit Form for each 6-month well-child visit you selected.
   - Number the selected visits consecutively (e.g., 1 – 20) to keep track of charts audited and entered into the on-line data system.
   - **Tip:** Complete all of the Chart Audit Forms on paper before entering data into QInsight.