Completing the Chart Audit

Regional Access Collaborative:
Improving Diagnosis, Treatment, and Services for Children and Youths with Epilepsy

1. **Data Collection**

   - Data collection and submission for this project is done monthly.
   - Baseline data must occur before your practice team participates in Learning Session 1, Quality Improvement (QI) Methodology Training.

2. **Identify children and youth with epilepsy**

   - Gather all records for children and youths with epilepsy who had office visits during the month to be audited.
   - Create a registry of your patients with a diagnosis of epilepsy.

3. **Collect Patient Data for Record Audits**

   - Complete the Data Entry Form for each patient you selected.
   - Number the selected visits consecutively (e.g., 1-20) to keep track of charts audited and entered into QInsight.

4. **Once you enter all of the Record Audits for the month, it is time to submit the data.**

   - From the drop down menu, select the month for which you are submitting data, starting in May.
   - Report if you had a team meeting during the last reporting period and who attended.
   - Complete the PDSA worksheet. In the ‘Additional Comments’ section, include any additional comments AND the following information:
     1. If you had a team meeting, were meeting minutes/notes collected?
        - Yes
        - No
        - N/A
     2. What has been the impact of the Epilepsy QI/MOC project’s activities on your clinical and operational work this month (1=much more difficult, 5 = much easier)?
        - 1
        - 2
        - 3
        - 4
        - 5

   - Click ‘Submit Data.’

**Tip:** Complete all of the Data Entry Forms on paper before entering data into QInsight.

http://moc.connecticutchildrens.org