

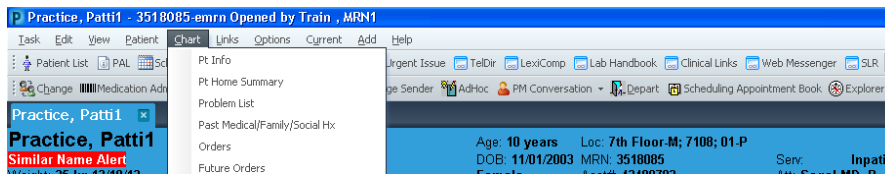
How-To's for RN Peer Chart Audits

- Each month you will complete 2 chart audits that will take 5 to 10 minute on an identified topic. You and a peer of your choice will audit each other's charting on an identified topic.
- We recommend the following:
 - Complete audit toward the end of your shift
 - Sit together and review the charting
- As long as you and your peer are working that shift and are auditing the charts of patient's you are caring for:
 - The chart can be updated at that time.
 - You do not need to note why you are in the chart.

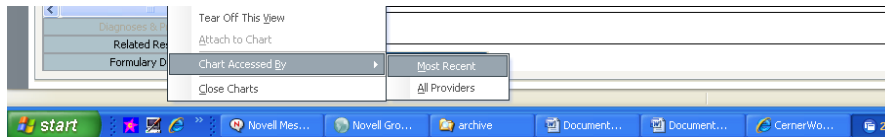
When do I need to say I accessed a chart?

- When you audit one of your peer's charting and you are not scheduled for the shift you are auditing then you need to say why you entered the chart. Here's how (see below):

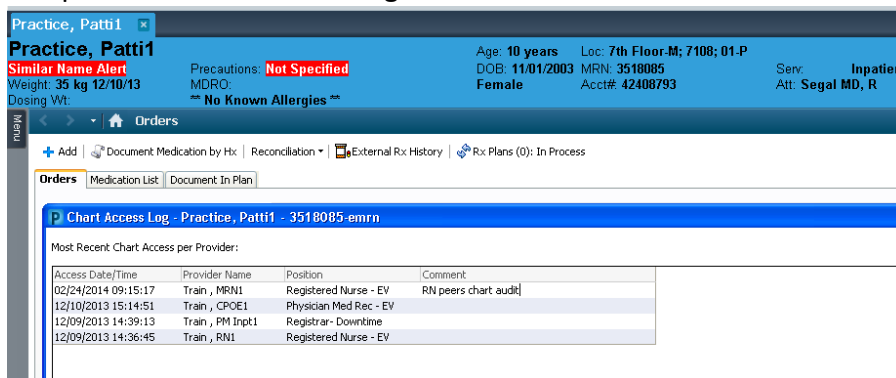
1. Select Chart



2. Select Chart Accessed from Pick list then Most Recent



3. Complete reason for accessing chart



When do I need to note a late entry and how is that done?

- Per our Documentation Policy: Late entries should be a rare occurrence. If information is obtained after a patient event, after the patient has left Children's, or if a correction to the medical record is needed, an addendum to the medical record must be made. A handwritten, dictated, or direct charted entry should be titled, 'Addendum'. The information should be entered, the entry dated, timed, and signed. The 'addendum' feature can be used within the medical record for previously dictated documents.