MOSAIQ Audit Log

# Purpose

Here is how to use the Audit Log to determine who made a change in **D & I** on a given date.

# Steps

1. Determine a possible date range for the suspected change. We suspected a change related to Sicong’s MU verification. We looked in the patient’s notes and saw that the MU verification occurred on 1/25/22, so we guess the **D & I** edit occurred between 1/23 and 1/27.
2. Go to **File** > **System Utilities** > **Audit** > **Audit Log…**.
3. Filter the log entries.
   1. Set **Date from** and **Date to**.
   2. Select the patient.
   3. Ctrl+click individuals of **Type** *Therapist* from the **Staff** list.
   4. Click **Apply**.
4. Filter **Description** to *ACC: Diagnosis & Interventions* and sort by **Staff**. Unfortunately, actions we would consider as **Add**, **Delete**, or **Modify** are considered **Access**, and there is no way to tell whether the individual simply opened **D & I** or also changed something.