Weekly Chart Check “Audit”

# Purpose

Occasionally, a patient “slips through the cracks” and does not receive the proper chart checks. Every Wednesday, we check to ensure that every patient on the schedule has a chart check QCL due within the next week. This procedure describes the most efficient way to do this.

# Steps

1. Ensure that there is a Wkly Chart Check Audit QCL for patient Test, Master. If there is not, no audit is necessary (someone probably already completed the QCL).
2. Open any patient.
3. Open the schedule (**RO Treatment**) for all machines in MOSAIQ.
4. Open the list of QCLs (**QCLs**). It is easiest to put the schedule on the left monitor and the QCLs on the right.
5. Change the QCL display for ease of use.
   1. Change the QCL **View** to *By Location* and the **Location** to *Physics*.
   2. Change the **Date Range** to 10 *Surrounding Weeks*.
   3. Change the **Status** to *Incomplete*.
   4. Filter the QCLs to show only chart checks. Hover over the **Task** table header and click the filter button. Select *Chart Check*.
   5. Sort the QCLs by patient name by clicking the table heading **Patient**.
6. Ensure that each patient on the schedule is in the filtered QCL list. A missing patient is problematic only if they have started treatment. Check for a *New Radiation Start* QCL (you can temporarily un-filter the **Task** column). In **RO Treat**, check the treatment calendar. An example of a missing patient that is not an issue is a patient whose appointment was cancelled due to missing insurance authorization.
7. Complete the Wkly Chart Check Audit QCL. A new one due in a week should automatically generate.