

SUBJECT: QHN PATIENT SUMMARY AUDIT POLICY & PROCEDURE	PREVIOUS REVISIONS: PREVIOUS REVIEWS
DEPARTMENT:	
APPROVED BY:	EFFECTIVE: REVISED:

PURPOSE:

The purpose of this policy is to identify and document the procedure at _____ (the Organization), in regards to the auditing of Quality Health Network (QHN) Patient Summary Records access and who will be responsible for the audit processes.

POLICY:

QHN will send the monthly Patient Summary Audit reports to _____ (designated individual/(s) or department) in the organization. The designated individual or department (Auditor) will verify that records are only being accessed by individuals in the organization during the performance of their duties.

PROCEDURE:

- A. QHN will compile the monthly Patient Summary Access report and provide it to the Auditor.
- B. The Auditor is responsible for auditing those individuals who access the Patient Summary and their purpose for doing so.
- C. The Auditor will randomly select 20% of the listed records and verify that the patients were seen by the organization. At least one-quarter of the audited random sample should be records accessed by unlicensed users, if applicable.
- D. The Auditor will determine if there are discrepancies as to the access of the Patient Summary and whether or not the individual is a patient of the organization.
- E. If a discrepancy is noted, the organization’s senior leadership and the QHN Privacy Officer shall be notified immediately.
- F. After QHN has validated the findings of the Auditor, either the organization or QHN will make a determination whether or not to limit or revoke access. Further action shall be determined by the QHN sanction policy.