

ACCURACY
AND
COMPLETENESS
OF PMRS
AUDIT



Audit Topic	The accuracy of information held on Patient Medical Records within the Pharmacy, and the degree of completeness of those records.
Criteria	PMRs held within the pharmacy are to be accurate and maintained up-to-date at all times. All information appropriate for patients will be included on their own records. No duplicate records for individual patients will be allowed to exist.
Standards	<p>Of a random sample taken at any point in time, no fewer than x% will be incomplete or contain inaccuracies. No duplicate records of any individual patient will be held. For each patient whose record is held, all of the following pieces of information will be included:-</p> <p>Full name, including Title: Address and telephone numbers: Age or date of birth:</p> <p>and, where appropriate- Drug allergies: Chronic diseases: Specific needs. eg no clic-locs: large label print etc.</p> <p>Audit Period: (dates)</p>



Data to be collected

Take a random sample of prescriptions dispensed on (dates) and check if all details are recorded accurately on patient's PMRs. Record total number and percentage of incomplete records.

Person responsible for data collection:

Evaluation of data

Is data complete and accurate?
Have totals and percentages been calculated correctly?
Have inaccurate/incomplete records been updated?
Has the pharmacist completed the PMR self-study course?

Person responsible for evaluation of data:

Summary of results

Total number of records surveyed on (date)
Total number of inaccurate/incomplete PMRs : %
Number of PMRs subsequently updated : %

Conclusions

Proposed changes

Review dates



Data Collection Sheet

Date of Survey:

Prescription No.	Data Recorded (tick if present/complete)							Record Complete (Y/N)	Record Updated (Y/N)
	Name	Address	Tel No	D O B	Drug Allergies	Chronic Diseases	Specific needs		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Total number of incomplete records

Percentage of sample incomplete %

