



### 1.8.1 INTERNAL MEDICAL AUDIT

#### **POLICY:**

The Internal Medical Audit (IMA) is a semi-annual report, due to the ND FPP state office no later than the 15th day of the month of April and October. If for some reason the report is going to be late, please be in contact with ND FPP state office.

There are 3 key steps for conducting quality improvement for family planning services:

- Determine which measures are needed to monitor quality.
- Collect the information needed.
- Use the findings to make changes to improve quality.

#### **PROCEDURE:**

**Audit topic:** Audit topics are chosen by the QA committee for the upcoming year. Audits may be a new topic or a re-audit. The ND FPP nurse consultant maintains a list of previous audit topics.

Audit topics are essential for developing health care criteria, identifying any problems in health care delivery, assessing documentation and planning remedial action.

**Audit Objective:** Audit objective is a narrower aspect of the audit topic and focuses on the chosen topic to develop specific criteria that are measurable and can lead to suggestions for improvement in the delivery of health care.

**Client Population:** Client population may include conditions, client appointments addressed, dates of charts used for audit, and other components as appropriate.

**Criteria:** Criteria components will be specific and realistic. Criteria selection is used as an indicator to demonstrate that agency clinic activities meet the care standards.

Components will be based on Title X regulations and QFP recommendations. Applicable ND FPP policies and protocols will be referenced in the criteria sections.

**Description of Records Selection Process:** Describe the process used for chart selection to ensure randomized results of the audit process.

**Number of Records Audited:** Document client chart number reviewed.

**Explanation of Audit Results:** Identify variations between what was expected and what was found during the audit.

**Action Plan(s) Implemented as a Result of Audit:** Develop an action plan that includes steps for implementation, time frame for completion, and tangible ways to evaluate the action plan steps.

**Signatures:** Complete signatures and submit form to the ND FPP Nurse Consultant by the 15th day of the months of April and October.



Re-audits of an IMA, either all or a portion of, will be determined by the ND FPP State Nurse Consultant. Arrangements will be made with the individual subrecipient regarding criteria, timeline, and goals to achieve.

**RESOURCES:**

Internal Medical Audit Tool and Guidelines

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/Forms/New%20IMA%20Form.pdf>