

1.TITLE:

Compliance Audit of Patient Records in a Tertiary Care Hospital.

2.RESEARCH QUESTION:

What is the level of compliance in patient records at Medanta hospital, Gurgaon?

3.OBJECTIVES:

To review the NABH audit guidelines related to cross reference, medical and surgical consent forms and critical alert value.

To assess the completeness and accuracy of surgical, anaesthesia, and medication management consent forms in patient files.

To analyse the adequacy and timelines of cross-referencing in patient records.

To identify common gaps in compliance with institutional and NABH documentation standards.

To suggest actionable recommendations for improving documentation compliance.

4. STEPS INVOLVED:

1. The study will be conducted in Medanta- The Medicity, Gurgaon; a quaternary care, multi-speciality Hospital in Haryana
2. Permission is obtained from the hospital administration for analysing patient files.
3. Inpatient files will be analysed for completeness and accuracy of patient files which includes details and signature of patient and attendant present in the consent form, critical value properly documented with advice included in it, cross reference addressed in time with proper documentation of date, time and purpose of consultation written.
4. Departments selected are cardiology, gastroenterology, nephrology, urology and internal medicine.
5. Audit will be conducted on the basis of checklist based on NABH guidelines and hospital documentation policies.
6. Data sheet will be maintained to record findings from patient files.
7. Data will be collected from 11th April to 30th April.
8. In total 6-7 files will be analysed each day leading to 100 files in 20 days.
9. Post this the chairman of various department and the quality team will be informed about the discrepancies in the documentation and suggestions for improvement.
10. From 5th of May file analysis will be done again to identify the percentage of improvement in the documentation till 20th of may again 5 files a day making it 75 files in the next 15th days.

5. DATA ANALYSIS PLAN:

Descriptive analysis of the data will be done using Graphs and Tables.

6. ETHICAL CONSIDERATIONS:

Permission is obtained from the hospital administration. Patient anonymity will be maintained by hiding the patients details and UHID number and no identifiable personal data will be collected. Data will be used solely for academic and research purposes, with strict confidentiality protocols in place.

7. IMPLICATIONS OF RESEARCH:

This study will help the hospital identify specific gaps in documentation and improve compliance with NABH and other accreditation standards. It will enhance patient safety, reduce legal risks, and promote effective interdisciplinary communication. The findings may also support the development of training programs and checklist-based audits in the hospital.