OPEN FILE AUDITS IN A HOSPITAL SETTING

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ABOUT FORTIS ESCORT HOSPITAL, JAIPUR

Fortis Hospital Jaipur is a 275-bed NABH-accredited multi-specialty hospital in Rajasthan, offering advanced medical care across specialties like cardiology, neurology, oncology, and critical care. Known for its patient-centric approach and clinical excellence, it combines modern technology with compassionate care.

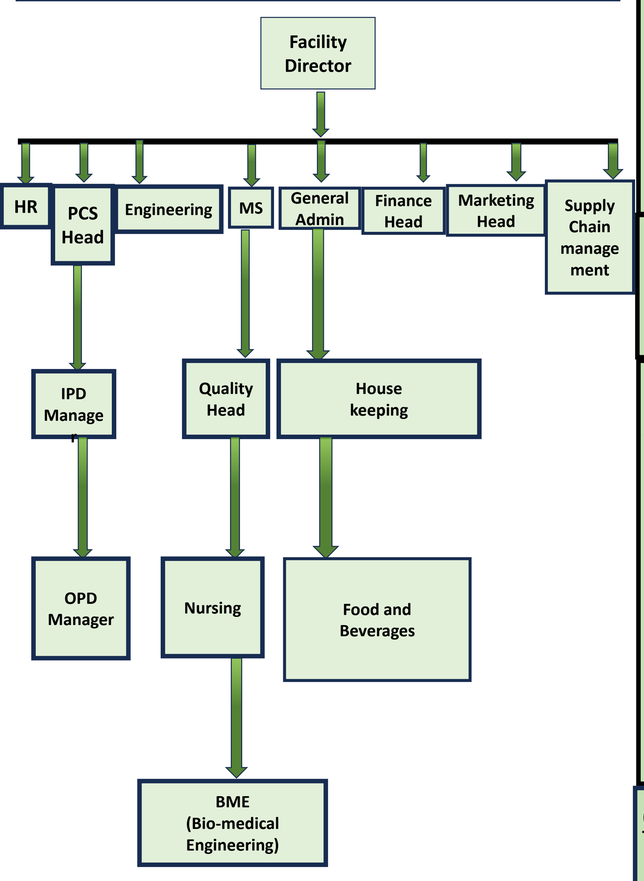
VISION

- To become globally respected healthcare organization known for clinical excellence and distinctive patient care.

MISSION

- Saving and enriching lives

ORGANISATION STRUCTURE



FACULTY MEMBER

ABOUT THE PROJECT

AIM:

To conduct a NABH aligned live file audit of 100 inpatient records, verify accreditation standards compliance, fill in any gaps, and ensure documentation completeness

OBJECTIVE:

1. Real time-gap detection.
2. On going quality improvement support.
3. Team Accountability.
4. Lowering the risk of associated with medico-legal documentation

METHODOLOGY:

1. Study design- Consecutive Sampling
2. Sample Size- 100
3. Inclusion Criteria- Active inpatient file only.
4. Exclusion Criteria- Discharged Patient File.
5. Data Collection Method- Prospective Clinical Audit of live inpatient records.
6. Tool Used- NABH- aligned audit checklist.

STRUCTURE-PROCESS-OUTCOME FRAMEWORK

- **STRUCTURE:** Fortis Jaipur, 4th and 5th floors audit team, NABH-aligned checklist.
- **PROCESS:** Live audit of 100 files, checklist scoring, gap identification.
- **OUTCOME: %** Compliance per form , medico-legal risk reduction.

SWOT ANALYSIS

STRENGTH

- The NABH complaint auditing tool
- Using real-time AI to ensure accuracy
- Integrated feedback loop for employees

WEAKNESSES

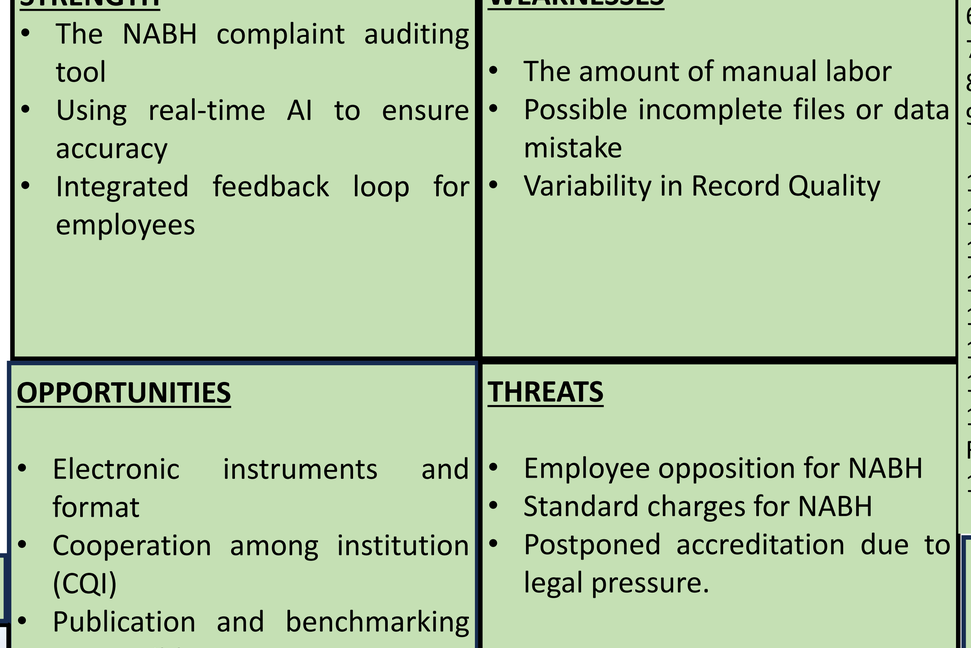
- The amount of manual labor
- Possible incomplete files or data mistake
- Variability in Record Quality

OPPORTUNITIES

- Electronic instruments and format
- Cooperation among institution (CQI)
- Publication and benchmarking on possible.

THREATS

- Employee opposition for NABH
- Standard charges for NABH
- Postponed accreditation due to legal pressure.



GAP ANALYSIS

DOCUMENTATION COMPLIANCE

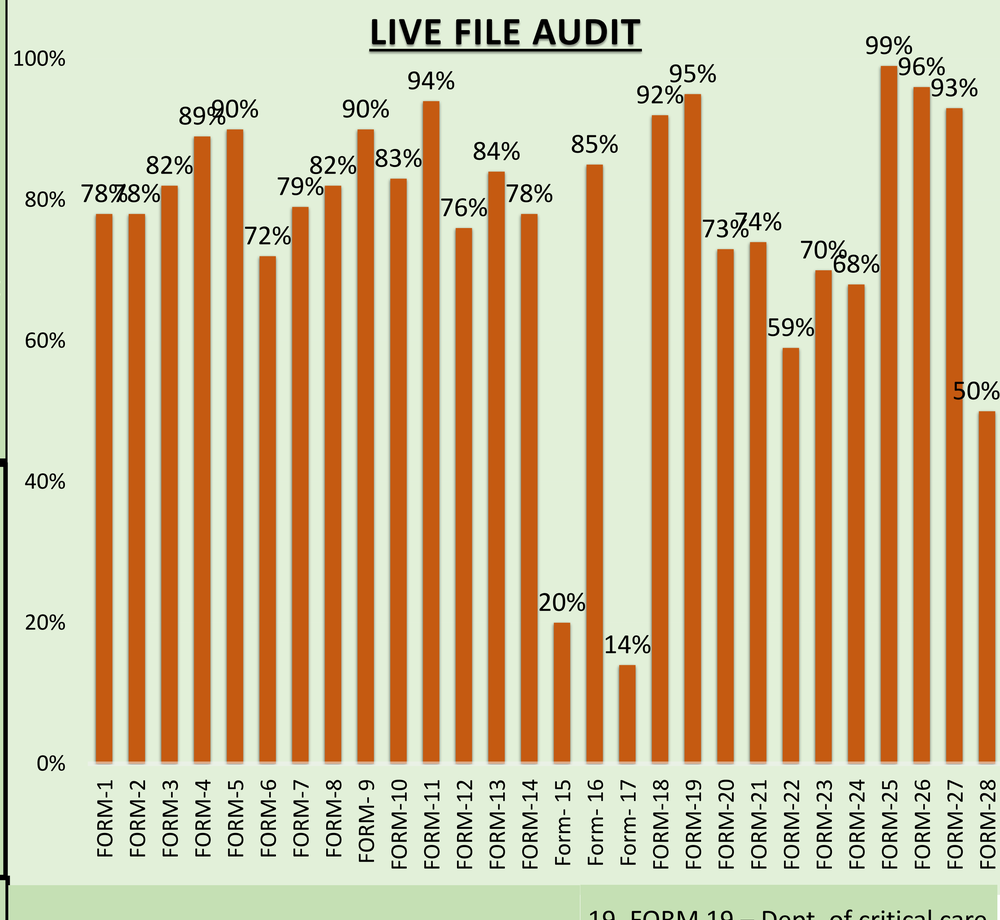
- NABH requires at least 90% completeness but found only 60% completeness
- Major gaps in forms 22 & 28

(40% below target)

- Minor gaps in form scoring 72-89%

(example- Form 6,7,16,20 etc)

LIVE FILE AUDIT



1. FORM 1 – Prescription
2. FORM 2 – Admission
3. FORM 3 – Triage Doctor Assessment
4. FORM 4 - Doctor Initial Assessment
5. FORM 5 – Treatment Sheet (Hand- Written)
6. FORM 6 – Process Note
7. FORM 7 – Pre-Operative Anesthesia
8. FORM 8 – Anesthesia Record
9. FORM 9 – Surgical Safety Checklist as per WHO
10. FORM 10 – OT Notes
11. FORM 11 – Consent Form
12. FORM 12 – Triage Nursing Assessment
13. FORM 13 – Nursing Admission Assesment
14. FORM 14 – Daily Nusing Assesment
15. FORM 15 – Growth & Development Chart
16. FORM 16 – In-House Transfer Form
17. FORM 17- Home Medication Declaration Form
18. FORM 18 – Patient & Family Education Form
19. FORM 19 – Dept. of critical care relative communication
20. FORM 20 – Blood Transfusion Monitoring Form
21. Blood Transfusion Consent- Name and Quantity of component
22. FORM 22 – Restrain Consent
23. FORM 23 – Cath lab procedure notes
24. FORM 24 – Bundle of care checklist
25. FORM 25 – Nutrition assessment is done within 24 hours of admission
26. FORM 26 – Physiotherapy assessment is perfomed by physiotherapist where applicable
27. FORM 27 – Physiotherapy care pathway
28. FORM 28 – Discharge Summary

CHALLENGES FACED

- Extensive manual review
- Verifying quality of documentation
- A feedback loop that is delayed
- Staff resistance and engagement

USEFULNESS OF THE INTERNSHIP

- A practical introduction to clinical audits
- Gaining proficiency in data collecting and analysis
- A deeper comprehension of accreditation requirement
- Growth on both a professional and interpersonal level
- Long- term effect and preparedness for job

SUGGESTION

- Promote timely Point-of-care Documentation
- Introduce peer review and feedback mechanism
- Strengthen Staff Competency and Engagement
- Implement Ongoing Training Programs