

FY 2012-13 Systems Review/Chart Audit Schedule

February 11, 2013 - March 7, 2013

FEBRUARY				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 Receive List of Records for Chart Audit	5	6 QA will email or fax client list to Providers*	7	8
11 Systems Review Entrance	12 Systems Review	13 Systems Review	14 Systems Review Exit 1 st Workshop Chart Audit 550 10 th fl 1 – 5 PM	15
18 PRESIDENT'S DAY	19 2 nd Workshop Chart Audit 550 10 th fl 9 -1 pm	20 Bring Records to QA 695 S. Vermont^	21 Bring Records to QA 695 S. Vermont^	22 Bring Records to QA 695 S. Vermont^
25 CHART AUDIT ENTRANCE	26 CHART AUDIT	27 CHART AUDIT	28 CHART AUDIT	

*QA will send the client list to providers who have records for review no later than Wednesday, February 6th.

^ Program Head, Head of Service, or a Supervising Clinician positions are the recommended staff to bring charts (*administrative staff will not be allowed to bring records*). Staff bringing records should be prepared to remain at the office while the records are reviewed.

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MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 CHART AUDIT
4 CHART AUDIT	5 CHART AUDIT	6 CHART AUDIT	7 CHART AUDIT EXIT* 695 S. Vermont 7th Fl Conf Room	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*The time of the exit will be announced.