User Guide – How to Create an Audit

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# How to Create an Audit

In the EMR you can create your own audit or use an audit which already exists. Your audit can be used to review a provider who can then respond to your findings. The EMR accommodates the exchanges and responses between you and the provider to ultimately result in a corrective action plan.

This guide will illustrate the steps to create an audit from scratch.

Some of the EMR audit terminology that you may find helpful:

- **"Section" -** a collection of questions and answer values; a section becomes a menu item in your Index per 

- **"Template Audit"** - a preliminary grouping of sections that builds the final audit tool. Template audits do not include categories that the completed audit tool includes e.g. Scores
- **"Completed Audit"-** a finished instrument with your required menu items (e.g. Health and Safety) as well with the EMRs standard ones (e.g. General Info., Signatures)

In summary, audits are made from templates. Templates contain sections and those sections contain questions with answer types. These are all components which come together to create the EMR audit tool.

If you are new to the EMR or unfamiliar with using it, please access the on-line help guides found by clicking on 

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## How to Design an Audit in the EMR

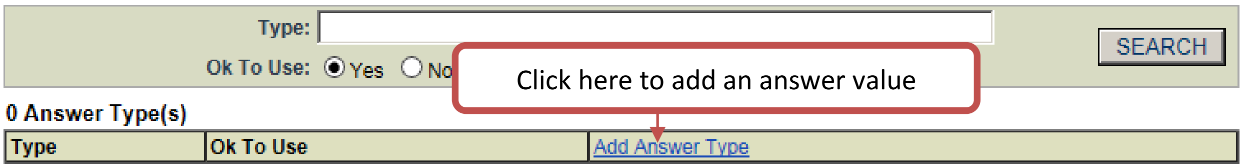
Customizing an audit starts with considering the range of answers for your questions; for example, do you want value ranges such as 1 through 5 or "Yes, No, Not Applicable" choices?

- You will create the answers to your questions and then import those answer values into the questions you create
- Once questions and answers are complete, you will design audit "sections" which then come together to form the main parts of the finished audit instrument.
- Click on 

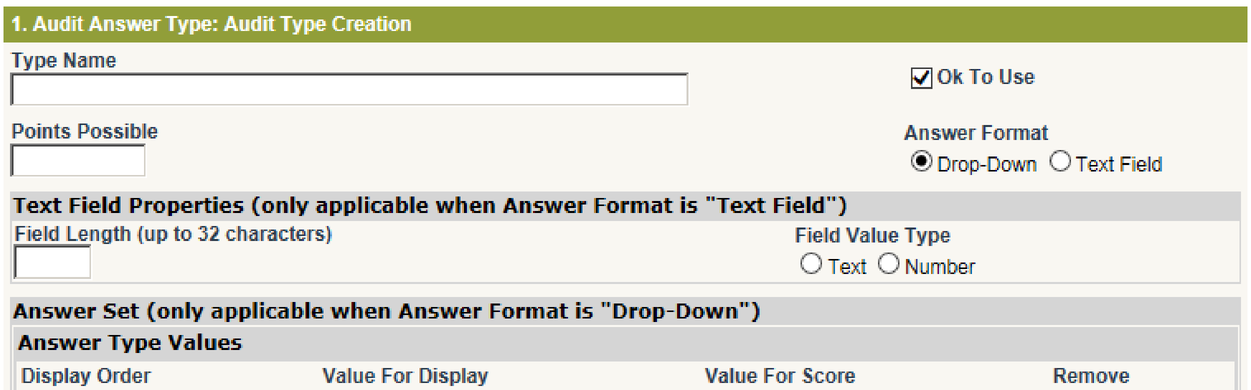
in the main the EMR menu

## Step 1 - Creating Audit Answer Types and Values in the EMR

- To begin, consider your first question and range of answers. What are the values you desire for the answer? E.g. Full Compliance, Partial Compliance or Non-Compliant
- Click on Answer Types and Values. The following screen will appear:




- The top portion of the screen provides a filter to allow you to search through the list to find a particular answer value i.e. one that may already exist for your question. Enter a key word and click on SEARCH. If you don't see your answer value, click on Add Answer Type. The following screen will display:



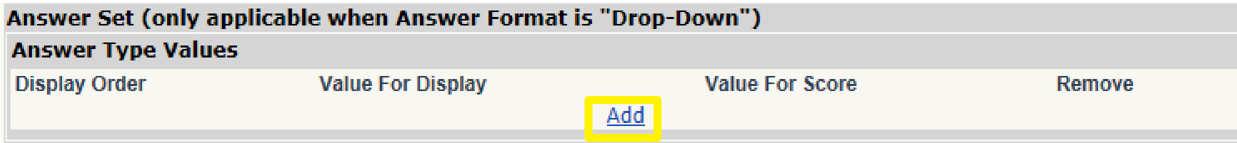

**Field descriptions are as follows:**

- **Type Name** – enter descriptive information about the answer "type" e.g. Yes/No, Compliance, Range, etc.
- **Ok to Use checkbox** – click in the checkbox if you want it to be available and used in the EMR
- **Points Possible** – if you want to assign a score value to the answer, enter the highest value possible in this field (or enter "0" zero)
- **Answer Format** – make a radio button selection for whether the answer appears in a drop-down format or as text. Depending on your choice, complete one of the following sections:

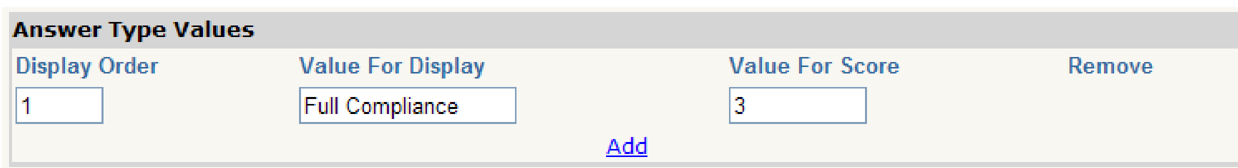
  **Text Field Properties –** enter the maximum amount of characters the answer can have and whether the answer is to be in a text or numeric format

  **-or-**

  **Answer Set -** Answer Type Values – this is where you will enter the categories for the drop-down– e.g. regarding "Compliance" categories could include Full, Partial and Non. Click on the Add link to begin.




- ➢ the EMR will display fields to create your drop-down menu:
  - "Display Order" – here you will assign numeric placement for your answer in the drop down list
  - "Value For Display" - type the answer text
  - "Value for Score" - assign a score value here
  - "Remove" is a delete function however you must have saved your entries before using it
- ➢ Add an order to each answer, a description or value for display and a score value per this example:

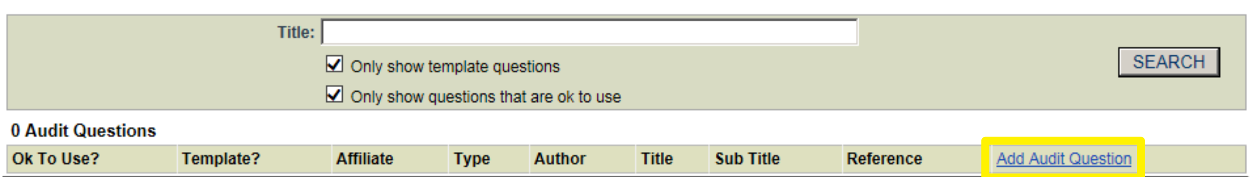



- If needed, a value can be zero
- If you want to include N/A (Not Applicable), this is possible to do in the Template Questions link explained below
- Continue clicking Add to enter the drop-down menu answers you are finished
- Click SAVE at the bottom of the screen. You will exit the answers screen and be taken back to the list screen. **Note**: You can continue to modify answer fields up until the first time they are used in an audit.

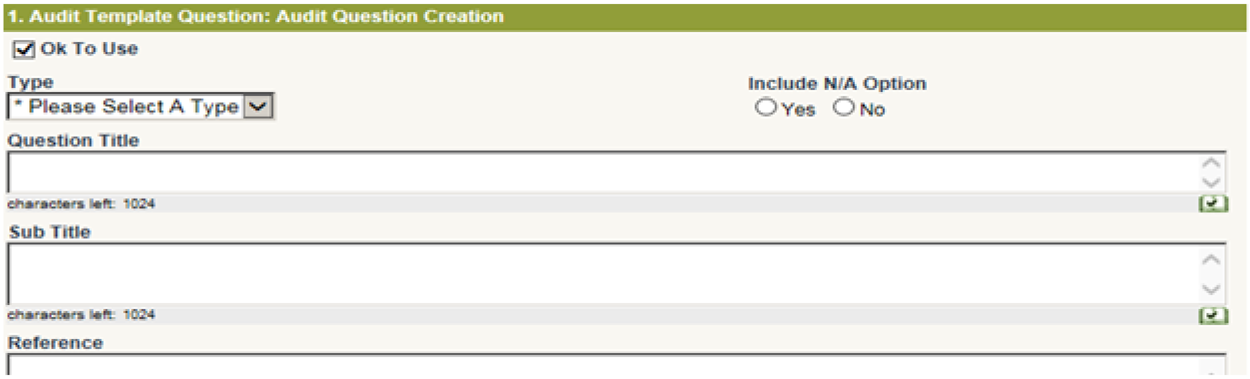
## Step 2 – Creating Audit Questions in the EMR

The next step is to add your audit question (which you can join to the audit answer you just created).

- Click on Template Questions and the following screen will display:




The top portion of the screen is a filter which allows you to quickly find a question in the list. Note: to prevent redundancy, be sure to conduct a search on a question to be sure it doesn't already exist before creating a new question. Enter a keyword in the "Title" field and click SEARCH. To add a new question, click on the Add Audit Question link highlighted above and the following screen will display:



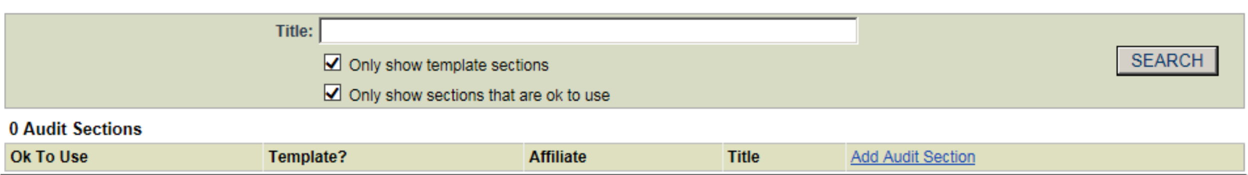

Complete the screen contents as follows:

- **Ok To Use** - when checked this means the question will automatically appear in the list and staff can add it into their audits; if this box is unchecked, it will not appear in the list automatically
- **Type** – this field references a category of answers pre-set in Step 1 above. Choose one to include the answer value you are giving to your question. Use the drop down and if you don't see the value you want, go to "Step 1" above and customize an answer.
- **Include N/A Option** - allows you to add the not available option to your answer
- **Question Title** – Type your question here
- **Sub Title** – if you have an additional category to your question, add it here
- **Reference** – here you can cite rules or laws related to the question and copy text in as needed
- **Staff**- the EMR will default to the person logged in as the staff creating the question. To change this, click **lookup**, search for and select the staff person.
- Click SAVE when finished. Repeat these steps until your all questions are added.

## Step 3 - Creating the Main Sections of an Audit in the EMR

You've developed the questions and answers to your audit and can now use those to create each section.

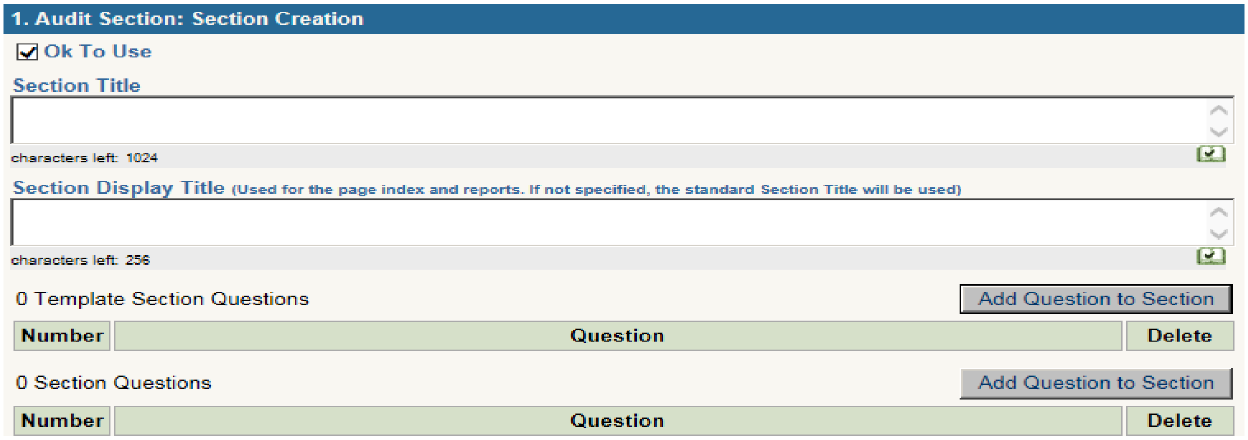
- Click on Template Sections and the following screen will display:




- The top portion of the screen is a filter which allows you to quickly find a section in the list; complete the fields (or uncheck boxes) if you are searching for a particular section.
- If records have populated into the list, to the right you have several options to Change, View, etc. If your audit will include one of these sections, you will want to open it by clicking on the View link and determining if you can use the questions, etc. already established.

To modify a section, click on the Change link and you can add new questions to the sections as long as the section has not been used in a completed audit (the EMR will let you know this by displaying a message).

- To add a new section, click on the Add Audit Section link and the following screen will display:



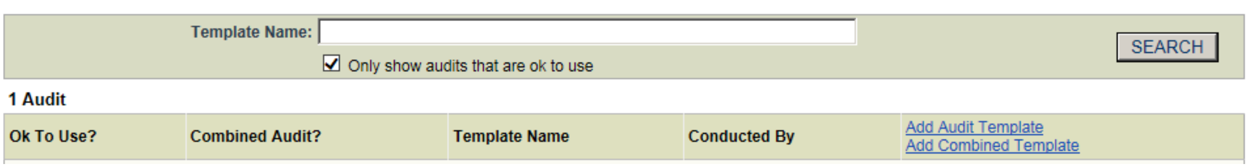

Complete as follows:

- **Ok To Use** – If this is checked it means your agency approves this section for use in an audit
- **Section Title and Display Title** – Enter the name of the section how you would like it to appear in the final audit menu
- **Template Section Questions** – check whether usable question(s) already exist by clicking on Add Question to Section. Use the lookup to view and select questions. Under the "Number" column, enter the question number as you would like it to appear.
- **Section Question** – this button Add Question to Section provides you with the same functions above in "Step 2 - Creating Audit Questions in the EMR" allowing you to create new questions with set answer types within the section you are currently in
- "Delete" means remove from this screen only (not deleted from your EMR)
- When finished, click SAVE and repeat above steps as needed

## Step 4 – Merging the Audit Components into One Usable Document

By following the steps above, you have created the main sections of your audit with the questions and answers. Next, these sections need to be combined and formatted into a final audit tool.

- Click on Template Audits and the following screen will display:



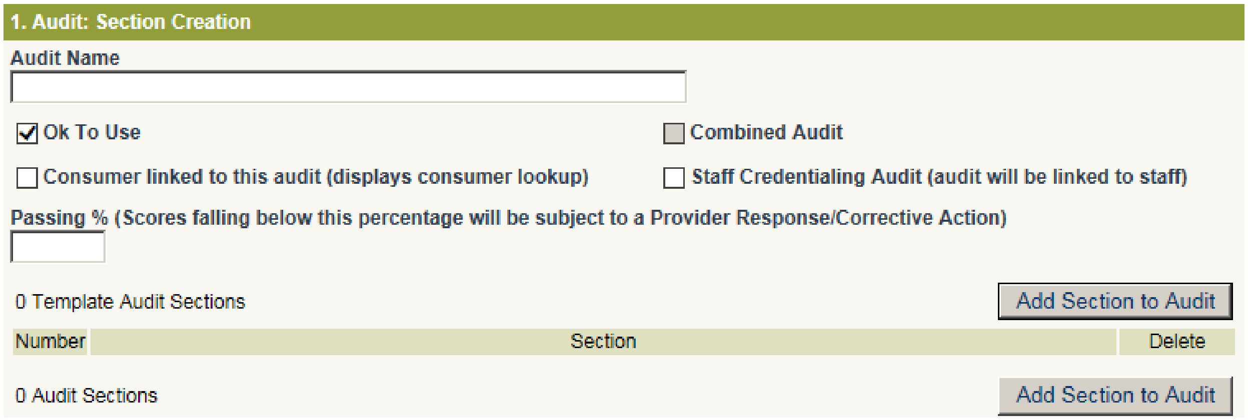

- You can search on a template by using the filter at the top of the screen and clicking SEARCH. Be sure to conduct a thorough search before adding a new audit.

**Links found on this page are defined below:**

Add Audit Template – this option allows you to create a new audit template and import existing template sections or create new ones

Add Combined Template– this creates a placeholder for an audit that references other completed audits. Chart audits would be an example of this.

- Click on Add Audit Template and the following screen will display:




- Follow the on-line instructions and enter an audit name, whether it's ok to use, whether the Consumer lookup should be included in this audit (e.g. when a Consumer's chart is being reviewed), and whether the functionality of linking it to a staff person should be included. Include a "passing" score.
- You can then add sections to the audit by clicking on the boxes presented. A "lookup" will appear where you can search for and select the section you want or add a new section if needed. Follow the steps outlined above in "Step 3 - Creating the Main Sections of an Audit in the EMR" and save your work.
- Your audit is ready to use. Separate reference material is available for conducting the audit.

## Other System Functions You May See (varies based on your authorities):

- Change – means the record can be edited. Click this link and make changes. An exception will be if the change in question affects a completed audit whereby the change cannot be made.
- View – clicking on this link presents a read-only display of the record
- Delete – (authorized staff only) click on this link followed by the delete verification in order to remove the record. An exception will be if the deletion in question affects a completed audit whereby the deletion cannot be made.
- Print – a two-step process which allows you to i) view a PDF of your document, and ii) forward the document to a local printer.

- 0 Attachments - click this to view a list of documents already uploaded/scanned to the audit, or to initiate a scan or upload.  For details on how to do this, please click the help tab for an on-line help guide.
- Change Signed Document – this link will take you through the steps of modifying a document once it has been signed. Please refer to your EMR on-line help guide regarding signing and changing signed documents for more information.
- Document History – click this to view a list of all changes to a signed document
- View Template Audits – click this for more information on where this audit question has been used
- Preview – displays a finished format for the section, question and answer types as they will appear in the EMR to the person conducting the audit
- Copy – creates a duplicate version of the record