

5.3 INTERNAL MEDICAL AUDIT

Policy: As a Title X grantee, WMHS must have a quality assurance system in place that provides for ongoing evaluation of project personnel and services. The Internal Medical Audit (IMA) is a portion of the Title X Evaluation Plan. Each Title X sub-recipient and satellite clinic must submit an IMA to the WMHS semiannually (January and July).

Procedure:

1. IMA Topic and Criteria: The IMA topic and criteria will be chosen and developed by the WMHS. Topics for the IMA will be based on standards, protocols, policies, and/or performance measures set forth by the WMHS.
2. The IMA process is as follows:
 - a. The IMA tool with the criteria will be sent out to the sub-recipient clinics via e-mail
 - b. For the January IMA, the tool will be sent out by December 20
 - c. For the July IMA, the tool will be sent out by June 20
 - d. If a sub-recipient clinic has satellite clinics, the sub-recipient clinic is responsible for ensuring the IMA is distributed and completed by their satellite clinic.
 - e. Clinics are generally given 30 days to complete and return the IMA to WMHS
3. IMA instructions:
 - a. Clinics are advised to randomly choose a maximum of 20 charts from the appropriate group of charts (e.g. if the audit is chlamydia screening for women <25 years of age, the chart sample would be taken from women <25 years of age)
 - b. If the clinic has less than 20 charts, then the clinic should use all of the charts that are appropriate for the IMA
 - c. Charts are reviewed for the criteria
 - d. The IMA tool is completed by the sub-recipient and satellite clinics
 - e. The sub-recipient clinic is responsible for making sure their satellite clinic(s) complete and return the IMA
 - f. Clinics need to contact the Nurse Consultant prior to the due date for reports to request an extension
 - g. Completed IMAs are returned via fax (444-2750), email or mail to the WMHS on the due date
4. Completed IMAs:
 - a. The Office Support Specialist will maintain a log of the reports received from the clinics
 - b. The Office Support Specialist will alert the Nurse Consultant regarding the clinics that have not submitted the completed reports by the deadline
 - c. The Nurse Consultant will contact the clinics to advise them of the need to submit their completed reports
 - d. Upon receipt of all of the IMA reports, the reports will be reviewed by the Nurse Consultant
 - e. The Nurse Consultant will work with other WMHS staff to analyze the data
 - f. Results of the IMA will be shared with the appropriate clinic staff either during a meeting or conference call