

EHR Audit Tool Template

Performance Measure	Target	Methodology (determined by practice)	Audit #1 Results	Audit #2 Results	Audit #3 Results	Audit #4 Results	Best Practice Plan of Action
Utilization of the electronic health record by physicians and staff	100%						
Timely access to all electronic health records	100%						
Authentication of electronic health record (signatures)	>95%						
Late entries into the electronic health record	<5%						
Edits of the electronic health record	<5%						
Loss of data from the electronic health record	0						
Patient wait time prior to scheduled appointment (time of scheduled appointment to actual time of exam)	90%						
Patient wait time prior to securing an appointment (date of request for appointment to actual appointment date)	90%						
No show' appointments	<5%						

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No show' appointments with follow up	100%						
Canceled appointments	<5%						
Canceled' appointments with follow up	100%						
Medication List, including new, revised and discontinued	>90%						
Allergies/Adverse Drug Reactions	>90%						
ePrescriptions	100%						
Diagnostic Results Reconciliation, i.e. outstanding test reports	100%						
Authorizations and Consents	100%						
Release of Information	100%						

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Limited Access to Records	0%						