

**FAMILY PLANNING PROGRAM****SECTION:** Quality Assurance**POLICY AND PROCEDURE MANUAL****SUBJECT:** Internal Medical Audit

POLICY: Each delegate agency must conduct two internal medical audits (IMA) annually.

GUIDELINES:

1. Every six months (April and October) an internal medical audit must be conducted.
2. The audit topics will be selected by the North Dakota Family Planning Program Quality Assurance Committee.
3. The topics will be sent to each delegate agency at least one month prior to the date it is due into the State office.
4. Each delegate agency must use the Internal Medical Audit Criteria and Internal Medical Audit Scores forms (see appendix for forms).
5. Twenty client medical records must be audited. The exception to this will be circumstances where there is a limited number of a specific client base. In these situations, the number of client medical records audited will be determined based on the number of applicable client records.
6. The results of the IMA and the plans to resolve areas of concern must be signed by the audit committee chairperson(s) and the medical director.
7. The IMA results will be sent to the State office by the 15th day of the designated months (April and October).
8. The IMAs will be reviewed by the State Family Planning staff and a response will be sent to each delegate agency.
9. If a reaudit of an IMA or portion of an IMA is required, those results will be sent to the State office by the specified time.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services January 2001, p. 30, Section 10.4, Quality Assurance and Audit.

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