Patient Identification Audit tool Instruction Form

General instruction

1. Total of 20 observational audits shall be completed per department/unit staff per month
2. Audits shall be completed by the last week of the month
3. Audit begins once staff interacts with the patient to identify him /her before providing care / procedure / treatment / diagnostic services.
4. The audit shall be done in all patient care areas (inpatient, outpatient, interventional)
5. Auditor may conduct audits within his/her own department / unit or another unit; *it is preferable to do cross-auditing among clinical areas based on pre-arrangement with the department's heads.*
6. Auditor may audit other services within his/her own unit; he/she needs to select the appropriate type of KFSHRC staff
7. The audit tool link may only be accessed through your smart devices/laptops using the hospital WI-FI services
8. The audit tool may be used as a hard copy in case hospital WI-FI is not available; auditor shall do data entry to the automated audit tool once he/she can access the hospital portal.
9. To access the Patient Identification Audit Tool, please Right Click on the link & Press Open Hyperlink

Audit tool instruction

1. Choose the department/unit being audited from the dropdown unit list
2. Enter the auditor ID number without the "f"
3. Select type of KFSHRC staff being audited from the drop down list.
4. Enter the audit date. You can do this either by entering the date(mm/dd/yyyy) or click the calendar icon
5. Choose shift (day or night)
6. "Did the healthcare provider ask patient / sitter to verbalize the full name?" select yes or no (if "No", explain why in the comment if needed)
7. "What did the Healthcare Provider use to identify the patient?" select all applicable options provided.
8. "Is the patient wearing the patient identification bracelet?" select Yes, No or Not Applicable. (if No or NA is selected, the survey will take you to Question #10
9. "Did the Healthcare Provider check the patient identification bracelet?" select Yes or No.
10. "Did the Healthcare Provider match service/treatment with the correct patient prior to provision of care? "by ticking Yes, No, or Not applicable
11. Review responses before submitting the audit (if needed)
12. Click on "submit survey"
13. Start another survey audit