



Oklahoma State Board of Medical
 Licensure & Supervision
 101 NE 51st Street
 Oklahoma City, OK 73105
 405.962.1400
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Medical Office Audit

Physician / Practice: _____
 Surveyed by: _____ Date: _____
 Survey: Routine / Complimentary / Complaint Generated / Plan of Correction Re-Survey on: _____

	1. GENERAL	YES	NO	COMMENTS
A.	Is the facility accessible to the handicapped under the provisions of the American National Standards Institute (ANSI) A117.1 or Uniform Federal Accessibility Standards (UFAS)			
B.	Is the waiting room clean, pleasant & professional in appearance with ample sturdy sitting			
C.	Can the receptionist protect the public/patients from hearing/seeing protected health information [sliding glass window]			
D.	Are working smoke alarms placed sporadically throughout facility			
E.	Is there a tagged & dated fire extinguisher			
F.	Are the walls and ceilings clean and void of visible needed repair			
G.	Are the floor coverings clean and void of visible needed repair			
H.	Is the facility void of clutter			
I.	Are restrooms equipped for the handicap available for patients/visitors			
J.	Are restrooms clean and void of caustic			

	chemicals and potential hazards			
K.	Is the facility free of odor			
L.	Is the facility HIPAA compliant			
M.	Are adult and infant scales balanced and placed on solid surfaces			
N.	Is the crash cart supplied with a backboard, working defibrillator, suction machine with sterile tubing, unexpired oxygen tank with sterile tubing & mask, airways & emergency medications			
	2. Exam Room:			
A.	Do the exam rooms provide for the privacy and dignity of the patient during the interview, examination, and treatment			
B.	Are exam tables structurally sound			
C.	Is the exam table & pillow covered with clean/fresh linens (disposable or washable)			
D.	Are latex gloves present			
E.	Are latex-free gloves present			
F.	Are exam rooms clean			
G.	Are there hand washing facilities or alcohol hand sanitizers in the exam rooms			
	3. Sharps:			
A.	Are all sharps void of patient access			
B.	Are sharp containers strategically placed out of small children's reach			
C.	Are sharps containers less than 2/3 full			
D.	Are sharps properly placed in containers			

E.	Are biohazard bags utilized			
F.	Are sharp containers and biohazard materials properly disposed of			
	4. Medical Charts should be maintained for every patient cared for and should be filed or easily accessible by the medical staff or representatives of the licensing agency. Medical Records should be legible and contain, as a minimum, the following:			
A.	Proper Patient Identification Subjective complaint Objective findings Assessment Plan			
B.	Laboratory findings Radiology reports Consultation reports Other special reports			
C.	Description of procedures performed and patient's response to treatment			
.D.	Are Medications prescribed or samples given recorded in Progress Notes/Medication Log Sheet			
E.	Are vital signs and weight routinely documented			
F.	Are allergies documented on all appropriate pages			
	5. Medications on Site			
A.	Is there proper storage, safeguarding, preparation, and dispensing of medications			
B.	Are medications current and not expired			
C.	Are medications to be refrigerated stored properly			

D.	Is there food stored with refrigerated medications			
E.	Is the medication room/ cabinet locked			
F.	Are controlled and dangerous substances stored in a locked room / cabinet and isolated from legend drugs			
G.	Are invoices ordering controlled and dangerous substances available for inspection and audit			
H.	Does each controlled and dangerous substance have a log-in and log-out accountability form			
I.	Is the doctor licensed to dispense			
J.	Are medications dispensed labeled properly			
K.	Are all prescription pads out of patient access [locked or on doctor's person]			
	6. Procedures			
A.	Are sterile procedures performed in a sterile environment			
B.	Is durable equipment washed and sterilized properly including otoscopes, stethoscopes, and infant scales.			
C.	Is the autoclave in safe working order			
D.	Are autoclaved instruments dated			
	6. Are medical educational pamphlets available on a variety of subjects			
	7. Is the practitioner current on his/her CME's			
	8. Additional Comments			

