

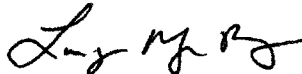
**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

**Department:** Substance Use Disorder-Four Winds Lodge      **Policy Number:** HHS-SUD-FW 4762

**Policy Title:** Weekly Chart Audits

**Attachments:** Weekly Audit Tool

**Revision History:**      **Revised by/Date:** Lindsay Misquadace-Berg 5/20

**Approved by:** Lindsay Misquadace-Berg, Treatment Director       **Date:** 11/17/2021


**Approved by:** Nicole Anderson, Commissioner of HHS       **Date:** 11-29-2021

**POLICY STATEMENT:** Mille Lacs Band Four Winds Lodge must have a written procedure for assessing and monitoring client's health, including a standardized data collection tool for collecting health related information on each individual client.

**PURPOSE:** The purpose of this policy is to verify that the RN Supervisor, or designee, are responsible for implementing this procedure and to assure that all staff are aware of and receive training on chart audits.

**PROCEDURES:**

- A. The RN Supervisor/designee will ensure nursing chart audits are completed on the 7<sup>th</sup> day the client is in treatment and weekly thereafter.
- B. The results of the chart audit will be entered into the Chart Audit Data Base.
- C. The RN Supervisor will review the results of the nursing chart audit. The RN Supervisor will implement changes with personnel to improve any areas noted by the chart audit that need improvement.

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	11/24/2021 
<b>Replaces - Policy Number</b>	
<b>Next Review - Due Date</b>	







