

## Sample Chart Prep

**Step 1: Review the record to ensure the previous documentation has been filed and is in place.**

**Step 2: Scan the previous dictation; look for orders.**

<i>Did the physician request a consult with another physician (e.g., referred the patient to a cardiologist)?</i>	<i>Check for referring physician letters/documentation</i>
<i>Did the physician order a lab test?</i>	<i>Check for test results</i>
<i>Did the physician order a radiological test or procedure?</i>	<i>Check for films and interpretation</i>
<i>Did the patient have a procedure or surgery since their last visit?</i>	<i>Check for procedure note or operative report</i>
<i>Did the patient communicate with your practice since the last visit?</i>	<i>Check for telephone message form</i>

**Step 3: Physician-specific protocols [to be completed by physician].**

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