How do I conduct an Audit?

To start an Audit, click the pencil icon on the far left of the Audit. This will open the Audit screen at the first patient record of the audit sample.

The Audit screen is made up of two panels.
All patient records are displayed in the panel on your left.
On the right, are the audit criteria to select. The selection panel consists of tabs, each pertaining to a Category.

Selecting a Category will display the criteria allocated to that ATS category.
You can navigate the records using the PREVIOUS and NEXT buttons. The NEXT button will only be enabled once an ATS category has been selected.

You can identify the record as having Red Flag conditions by selecting the FLAG button.
Doing so will highlight the selection set in red font and add to the count of the *Flagged* indicator, against that Audit.

The Audit auto saves at the point of pressing Next. Navigating away from the screen at any time will save the Audit, and allocate a status of *In Progress*. You can continue from your last point of save at any time by selecting the active Audit from your Inbox.

Once you have finished your Audit, you can select the COMPLETE button. This will set the Status to *Complete* and the Audit becomes read-only. You can still view and navigate through all records of a Complete audit.