

# Section H

## Practice Points On The Use of Medical Records in Audit Trails

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## PRACTICE POINTS ON THE USE OF MEDICAL RECORDS IN AUDIT TRAILS

1. Audit Trail definition: (a) a system that traces the detailed transactions relating to any item in an accounting record (b) a record of the changes that have been made to a database or file.
2. What does this mean?
  - a. When
  - b. Where
  - c. What
  - d. By whom
  - e. Any changes
3. How is this useful?
4. What other data is out there? (Deposition questions)
  - a. Walk the witness through how they enter, access, and disseminate information. Ask all of the details, even if you aren't really sure what you are looking for.
  - b. How do they collect data? Where does it come from?
5. When and how did this data collection come into being?
  - a. What was the implementation timeline?
  - b. What other systems were involved?

- c. Who was in charge of the implementation?
- 6. How do you ask for the information to get what you want and need and not just what they want or don't want to give you?
  - a. Know your definitions
  - b. Know your client's rights (HIPAA and HITECH)
    - i. What documents are available under these laws
    - ii. How to get them inexpensively
  - c. Be specific
- 7. What other tools are there other than audit trails?
  - a. Access Logs
    - i. When to ask for it (early)
    - ii. How to authenticate them
  - b. OBYX (OB/GYN)
  - c. Phone logs
  - d. Work assignment sheets/lists
- 8. How to work with the documents
  - a. Have them available electronically
  - b. Know what you have and how to get to it
- 9. What do defense attorneys know about these things?
  - a. Objections, objections, objections.