Scoring

Adequate	1
Inadequate	0

1. Tally all the 'adequate' ratings: Ad
2. Tally all the possible indicators: PI
3. Tally all the 'not applicable': NA
4. Perform the following calculation

$$\frac{Ad}{(PI-NA)} * 100 = Y\%$$

This gives Y, the overall score.

5. Assign the overall score thus:

≥60%	Adequate
< 60%	Inadequate

to get the overall rating.

The session is held internally with the members of the audit team and is meant to collate the numbers, scores and identify challenges of the day.

1. Get total medical record count from each member of the audit team
2. Get the total numbers of each disease/event identified and collate
3. Discuss if discrepancies are great
4. Discuss interview findings
5. Solicit recommendations for corrections of institution failings from the team
6. If necessary, plan a part 2 if the audit cannot be completed in one day
7. Identify challenges to the audit's process and propose solutions for future audits