

Chart review Checklist		YES	NO	NA
1	Training (typically by PI)			
	Have identified <u>all</u> parts of the record for review (e.g. Progress notes, labs)	<input type="checkbox"/>	<input type="checkbox"/>	
	Medical synonyms and colloquialisms have been discussed and defined	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretation will not be done when reviewing. A strategy for copying the statement and reviewing with PI has been determined	<input type="checkbox"/>	<input type="checkbox"/>	
	A table for documenting interpretations has been prepared	<input type="checkbox"/>	<input type="checkbox"/>	
	Practice charts have been used and reviewed by the trainer to check proficiency.	<input type="checkbox"/>	<input type="checkbox"/>	
	Determined whether paper extraction the data entry is better than entry into electronic database	<input type="checkbox"/>	<input type="checkbox"/>	
1a.	If chart to be extracted into electronic data base, practice is done with electronic database and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Case Selection			
	Inclusion/exclusion criteria have been specified	<input type="checkbox"/>	<input type="checkbox"/>	
	Checklist for inclusion criteria is prepared	<input type="checkbox"/>	<input type="checkbox"/>	
	Table or checklist to record exclusions- who, what , where , why- has been prepared	<input type="checkbox"/>	<input type="checkbox"/>	
3	Definition of variables			
	A dictionary of variables to be collected has been prepared	<input type="checkbox"/>	<input type="checkbox"/>	
	A precise definition of each variable is given(e.g.. <i>Referred</i> means <i>Ever referred</i> not at a specific visit)	<input type="checkbox"/>	<input type="checkbox"/>	
	Definitions consistent with general usage	<input type="checkbox"/>	<input type="checkbox"/>	
	Values for variables have been specified	<input type="checkbox"/>	<input type="checkbox"/>	
	A procedure manual contains variable information in easily obtainable form	<input type="checkbox"/>	<input type="checkbox"/>	
4	Abstraction Form			
	Sufficient space is allowed on form for ambiguities to be documented	<input type="checkbox"/>	<input type="checkbox"/>	
	Space exists to document why data are missing	<input type="checkbox"/>	<input type="checkbox"/>	
	Data on form mirrors the order in the chart (as much as possible)	<input type="checkbox"/>	<input type="checkbox"/>	
	Electronic data base is defined which mirrors form (minus comments)	<input type="checkbox"/>	<input type="checkbox"/>	
4a	If chart to be extracted to electronic data base comment fields are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Regular meetings			
	Routine review meetings with PI and chart reviewer(s) are scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	
	Plan for review of problems early is in place.	<input type="checkbox"/>	<input type="checkbox"/>	
	Strategy for documenting decisions exists.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Monitoring			
	At beginning, plan is to independently review 10 charts	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for reviewer taking shortcut in place	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for missing data in place	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for wrong information in place	<input type="checkbox"/>	<input type="checkbox"/>	
	Plan is to periodically (especially after 50% reviews) independently review another 10 charts	<input type="checkbox"/>	<input type="checkbox"/>	
7	Blinding			
	Was it possible to blind the chart reviewer to the outcome?	<input type="checkbox"/>	<input type="checkbox"/>	
7a	If it is possible, is there a plan to do this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Testing inter rater agreement			
8a	If only one rater is used, then the rater will have the PI extract 10-20 charts and the interrater agreement will be checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b	If more than one chart extractor is used, then 10-20 charts will be reviewed independently by all pairs of raters to establish that agreement can be reached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any NO are checked, RECONSIDER!