	DOCUMENT NAME	DOCUMENT NUMBER
	PATIENT RECORD AUDIT CHECKLIST – COMMUNICATION OF DIAGNOSTIC RESULTS	

VERSION	**1**	
COMPILED BY		**DATE**
AUTHORIZED BY		**07/2025**
NEXT REVISION DATE		**07/2027**

#	Review Item	Verified (Yes/No)	Notes
1	Diagnostic investigation result is on file		
2	Doctor has reviewed the result (signed/annotated/stamped)		
3	Documentation that the user was informed of the result		
4	Method of communication noted (e.g. in-person, telephone, SMS, email)		
5	Follow-up discussion or action based on result (if needed) recorded		
6	Date the user was informed is clearly documented		

📝 **Acceptable Documentation Examples:**

- "Informed patient of normal blood results in consultation today – no further action. – Dr. Mbatha 15/03/2025"
- "Telephonic communication with user on 10/04/2025 – explained cholesterol results. Advised lifestyle modification."
- "Results discussed during follow-up consultation on 02/05/2025 – infection resolved. Antibiotics completed."

❌ **Non-Compliant Indicators:**

- Results filed with **no note** about communication to the user
- Record shows clinical action taken based on result, **but no documentation** that the user was informed
- "Seen and discharged" without linking back to the investigation result

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🔐 **Good Practice Tip:**

Develop a **"Results Communication" template/section** in patient notes (manual or EMR) where clinicians must tick/record:

- How result was communicated
- What was discussed
- Date of communication

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Receipt Acknowledgement for this SOP

I have read and been informed about the content, requirements, and expectations of this policy for this practice. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or my Human Resources staff members. Please read the policy/procedure carefully to ensure that you understand the policy/procedure before signing this document.

Employee Signature	Employee Printed Name	DATE	Employee Signature	Employee Printed Name	DATE