



Chart Auditing

In order to ensure clients are receiving the best services from our organization and are meeting the needs of our clients, the client's files/charts are reviewed semi-annually. This policy was put into action as of September 2017. If there are any concerns or issues found during the review both the clinicians and client will be notified in order to resolve all concerns and issues. The client will be notified within 30 days of the file review in writing of all findings.

By signing below, you are authorizing A Center 4 Change to review your file, and expressing that you understand the chart auditing policy that has been put in place:

Client/Guardian

Date

Witness

Date

Client Name:

Date of Birth: