

[Date]

[Recipient Name]

[Recipient Title]

[Department/Facility Name]

[Address]

RE: Notice of Quality Assurance Review - Complete Medical Chart Audit

Dear [Recipient Name],

This letter serves as formal notification that a Quality Assurance (QA) review has been completed for the medical chart audit records pertaining to [Patient Name/Record Range/Department] for the period of [Start Date] to [End Date].

The objective of this audit was to ensure compliance with clinical documentation standards, regulatory requirements, and internal quality protocols. The review focused on the following areas:

- Accuracy and completeness of clinical entries.
- Timeliness of signatures and provider authentication.
- Consistency in diagnostic coding and treatment plans.
- Adherence to patient privacy and HIPAA regulations.

Summary of Findings:

[Insert brief summary of results, e.g., The audit resulted in a compliance score of X%. Major findings include...]

Required Actions:

[Insert necessary corrective actions or "No further action is required at this time."]

Detailed documentation and individual scorecards are attached for your review. Please submit any responses or corrective action plans by [Deadline Date].

Thank you for your ongoing commitment to maintaining high standards of patient care and documentation accuracy. If you have any questions regarding this review, please contact the Quality Assurance Department at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]

Enclosures: [Audit Report, Deficiency Logs, Scorecards]