

## ABOUT US

The Florida/Caribbean AIDS Education and Training Center ensures that physicians, nurses, nurse practitioners, physician assistants, dentists, pharmacists, and other health care professionals in Florida, Puerto Rico, and the U.S. Virgin Islands receive state-of-the-art information, training, and consultation on the prevention and treatment of HIV and AIDS.

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Visit our website for information  
about our many programs:

[www.FCAETC.org](http://www.FCAETC.org)

# CHART REVIEW

Case Conferences • Annual Conference  
Specialty Conferences • Chart Reviews  
HIV CareLink Newsletter • HIV Updates  
Treatment Guidelines • Chart Tools  
Mini-Residencies and Preceptorships  
Perinatal HIV Prevention Program  
Routine Testing Guidelines  
Online Training Modules

Online Consultation  
[www.FCAETC.org/OC](http://www.FCAETC.org/OC)

Resistance Testing Consultation  
[www.FCAETC.org/RTC](http://www.FCAETC.org/RTC)

National Post-Exposure  
Prophylaxis Hotline  
**888-HIV-4911 (448-4911)**  
24 hours/7 days

National Perinatal HIV  
Consultation and Referral Service  
**888-HIV-8765 (448-8765)**  
24 hours/7 days

National HIV Telephone  
Consultation Service  
**800-933-3413**  
Monday - Friday  
8am - 8pm EST  
Voicemail  
24 hours/7 days

Perinatal HIV Prevention  
Community Website  
[www.USFCenter.org/Perinatal](http://www.USFCenter.org/Perinatal)  
Forums and Blogs  
Updates on Testing Laws  
Referral and Clinical Resources  
Event Calendar • Patient Education

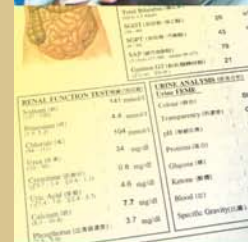


Providing state-of-the-art HIV education,  
consultation, and resource materials to  
health care professionals throughout the region.

For training opportunities in your local area:

[www.FCAETC.org](http://www.FCAETC.org)

866-FLC-AETC (866-352-2382)



*A Complimentary Service  
for HIV Clinics throughout  
Florida, Puerto Rico, and  
the U.S. Virgin Islands*

# CHART REVIEW

Building Clinical Capacity and  
Improving Quality of Care



## PROGRAM GOALS

The Florida/Caribbean AIDS Education and Training Center (F/C AETC) provides assistance and ongoing education and consultation to HIV clinics and works collaboratively with clinic staff in their own institution's quality improvement program.

## PROGRAM SUMMARY

Since July 2004, the chart review program has offered medical providers an opportunity to determine how well standards of care are being met in their clinical practices. By using a team of specially-trained AETC faculty to review a sample of randomly selected patient medical charts, strengths of the health care team are identified, as well as areas for quality improvement.

***The program is designed to be a useful learning experience (with no punitive repercussions), and to compliment a clinic's ongoing quality improvement efforts.***

Training, consultation, and educational materials are offered to support continued excellence in care.

All faculty have completed a confidentiality agreement and HIPPA standards are followed.

There is no charge to clinics for chart review, or for follow-up training/consultation.

## SAMPLE AGENDA

### Chart Review

Dependent on the size of the clinic, an expert F/C AETC team performs comprehensive chart reviews in either one or two days. Additionally, specialized chart reviews are also available to specifically target HIV care assessment of: women, infants, children, and older populations. Opportunistic infections, antiretrovirals, drug-drug interactions, oral health, and other topics are available for review upon request.

### Case Conference

Following the review, a clinical case conference is conducted. Clinical providers or AETC faculty present a case for discussion with our team. CMEs for physicians and CECs for nurses are provided at no cost. ([www.FCAETC.org/Case\\_Conferences](http://www.FCAETC.org/Case_Conferences))

### Exit Interview

The strengths of the health care team are identified in addition to opportunities for improvement that could benefit outcome results and quality of care for patients. A comprehensive training plan is developed to specifically target each area of identified need. A follow-up chart review is scheduled to assess change based upon quality management guidelines. Resources such as pocket treatment guides, chart tools, HIV CareLink newsletters, and chart forms are also provided.

### Reporting

A written summary of the review and the issues discussed in the exit interview are included in the report back to the clinic. Recommended opportunities for follow-up by the AETC faculty, a plan for possible quality improvement initiatives and other resources to support clinical care efforts are included.

### Continued Support

Training opportunities or consultation sessions can be scheduled during, or at any time following, the chart review. The identified contact person from the F/C AETC will follow through with the clinic staff to plan ongoing educational programs and collaborative quality improvement efforts. A follow-up review is usually planned after one to two years to support and assess ongoing quality improvement.

## SCHEDULING

The F/C AETC can perform chart reviews in health care facilities in Florida, Puerto Rico, and the U.S. Virgin Islands.



To schedule a chart review, please contact the F/C AETC.

**Florida:**

813-974-4430

**Puerto Rico:**

787-281-8501

**U.S. Virgin Islands:**

340-692-4014

**or call, toll-free:**

866-352-2382

**or e-mail:**

[Review@FCAETC.org](mailto:Review@FCAETC.org)

