

THE DOCUMENTATION DEFENCE™

Documentation Self-Audit

Score one record or a sample of ten. Green = 2, Amber = 1, Red = 0.

Educational prompt only. Adapt it to the patient, treatment, your profession, scope, current guidance, insurer terms, clinic policy and record system. This is not legal advice and does not certify compliance. Do not place identifiable patient information in an unsecured copy.

Green means clear and patient-specific. Amber means partly present with an important gap. Red means absent, too vague or not linked to the formal record. This is an educational score, not a legal or regulatory verdict.

Domain	0 / 1 / 2	Evidence or gap
1. Current patient history		
2. Assessment		
3. Clinical reasoning		
4. Treatment suitability		
5. Consent conversation		
6. Product details and traceability		
7. Treatment details		
8. Aftercare		
9. Follow-up plan		
10. Communication record		
11. Concern / complication management		
12. Attribution and chronology		
Total score out of 24		
Band: Green / Amber / Red		

Score bands

Band	Score	Action
Green	20 to 24	Strong story. Keep spot-auditing for drift.
Amber	12 to 19	Identify the repeat gaps and improve the workflow.
Red	0 to 11	Prioritise the missing domains and review the system, templates and team process.

Turn the score into one change

Lowest-scoring repeated domain	
Prompt or process change	
Owner	
Date introduced	
Ten-record re-audit date	