Australian Commission on Safety and Quality in Health Care logo 


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**National Standard Medication Chart (NSMC) Audit System:** Reporting user guide for coordinators

**Hospital version 1.1**

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Contents

[Introduction 4](#_Toc524693412)

[Access control 4](#_Toc524693413)

[Audit Statistics Report 5](#_Toc524693414)

[Patient Audit Report 6](#_Toc524693415)

[Summary Report 7](#_Toc524693416)

**Introduction**

The Australian Commission on Safety and Quality in Health Care (the Commission) developed the [National Standard Medication Chart (NSMC) Audit System](https://nsmc.safetyandquality.gov.au/Login/?ReturnUrl=%2fUI%2f), as a secure web-based audit data collection tool

Further information and resources for the NSMC audit can be found on the [National Standard Medication Chart auditing](https://www.safetyandquality.gov.au/our-work/medication-safety/nsmc-audit/) web page.

The minimum supported browsers are:

* Chrome 57–59 (2017)
* Microsoft Edge 12 (Windows 10)
* Internet Explorer 11 (Windows 7+)
* Mac Safari 9 (2015).

Other browsers that should work, but have not been tested, are:

* Opera 43+ (2017)
* Firefox 45–50 (2016)
* iOS 9 Safari.

**Access to NSMC audit system reporting**

There are three types of reports generated through the NSMC audit system:

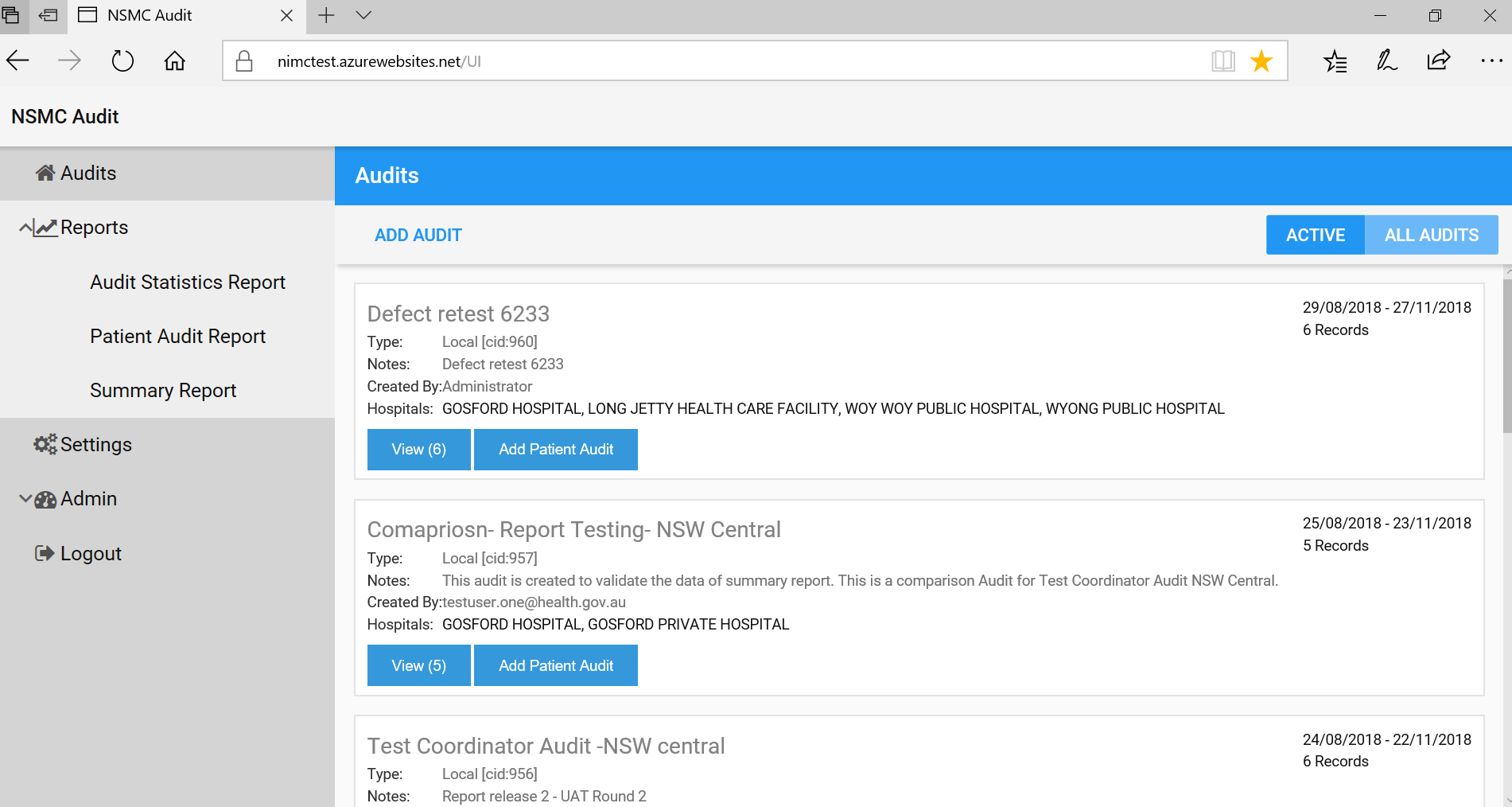
* Audit Statistics Report
* Patient Audit Report
* Summary Report

The reporting feature is only available to audit coordinators and can only viewed for their associated hospital(s).

**Where to access the reports**

1. Login to the [NSMC audit system](https://nsmc.safetyandquality.gov.au/Login/?ReturnUrl=%2fUI%2f) with the registered email id and password
2. Click the ‘Reports’ tab in the NSMC Audit menu
3. Click on the report you would like to run.

The next three sections provide further detail on each reports.



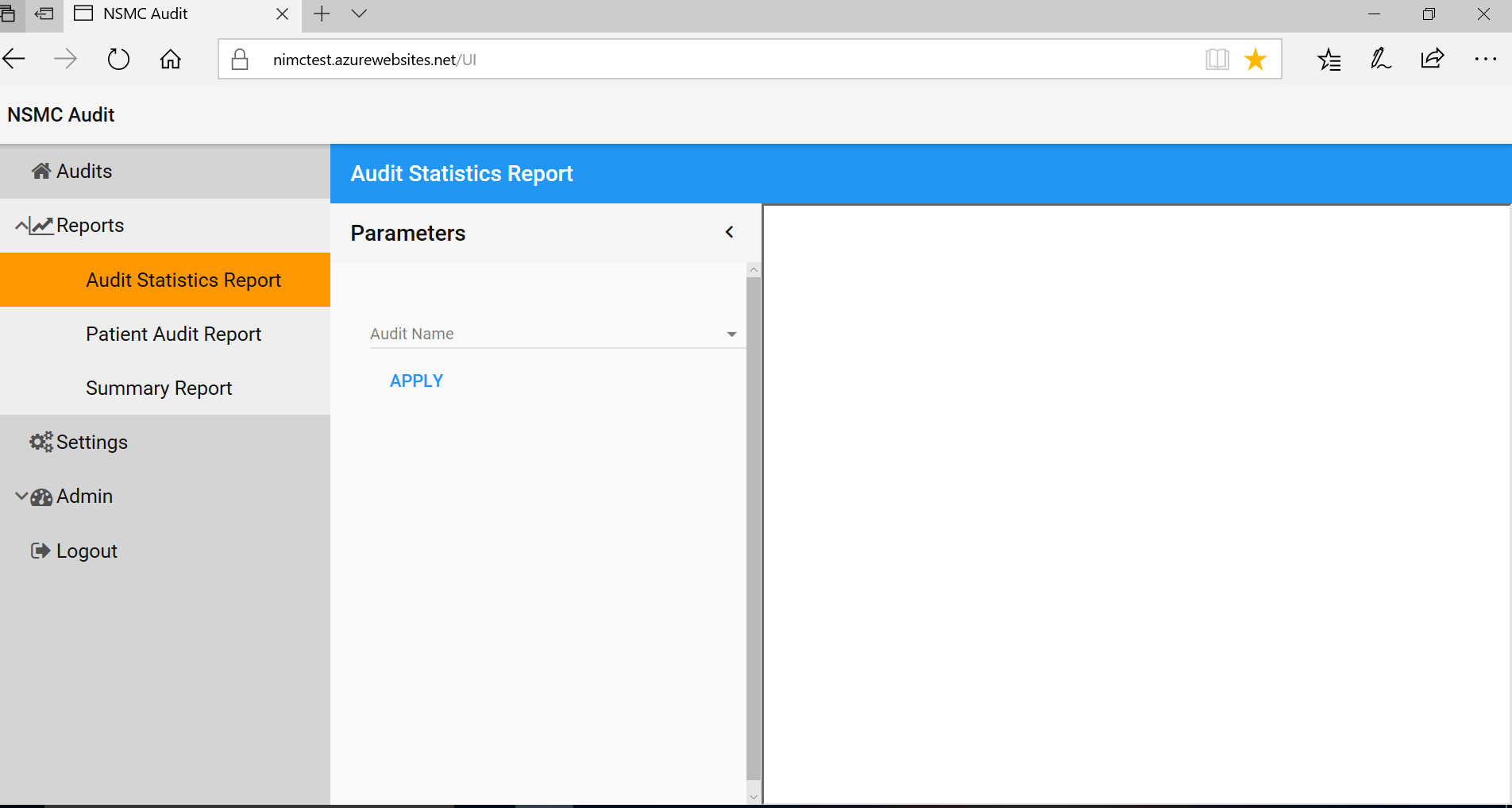
**Audit Statistics Report**

Provides information for the selected audit, including total number of:

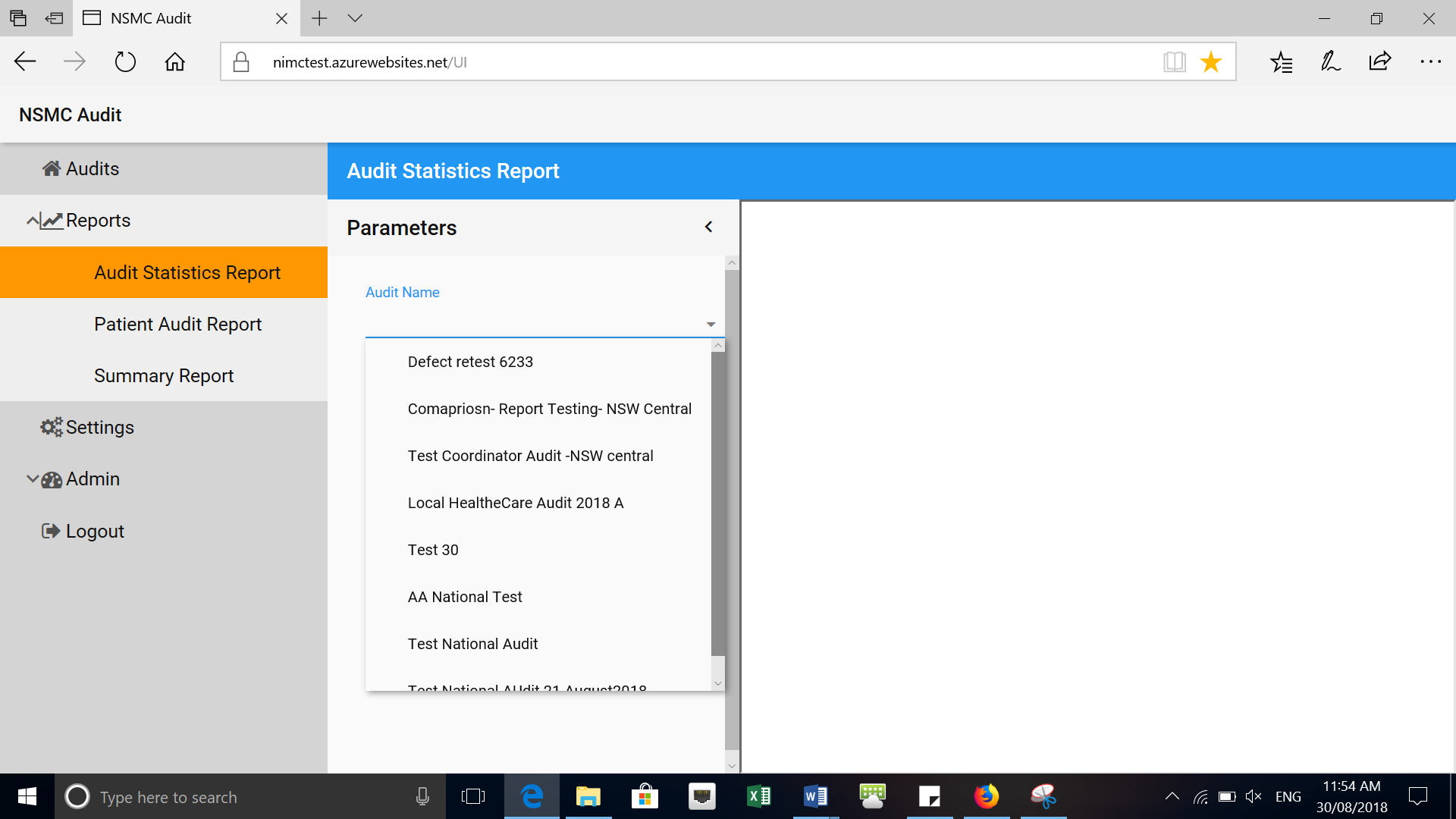
* participating hospitals
* public and private patient audits
* public and private patient audits by state
* patient audits by chart type and by patient type (adult and paediatric)
* patient audits by hospital peer-group
* hospitals within peer-group

**Generating the report:**

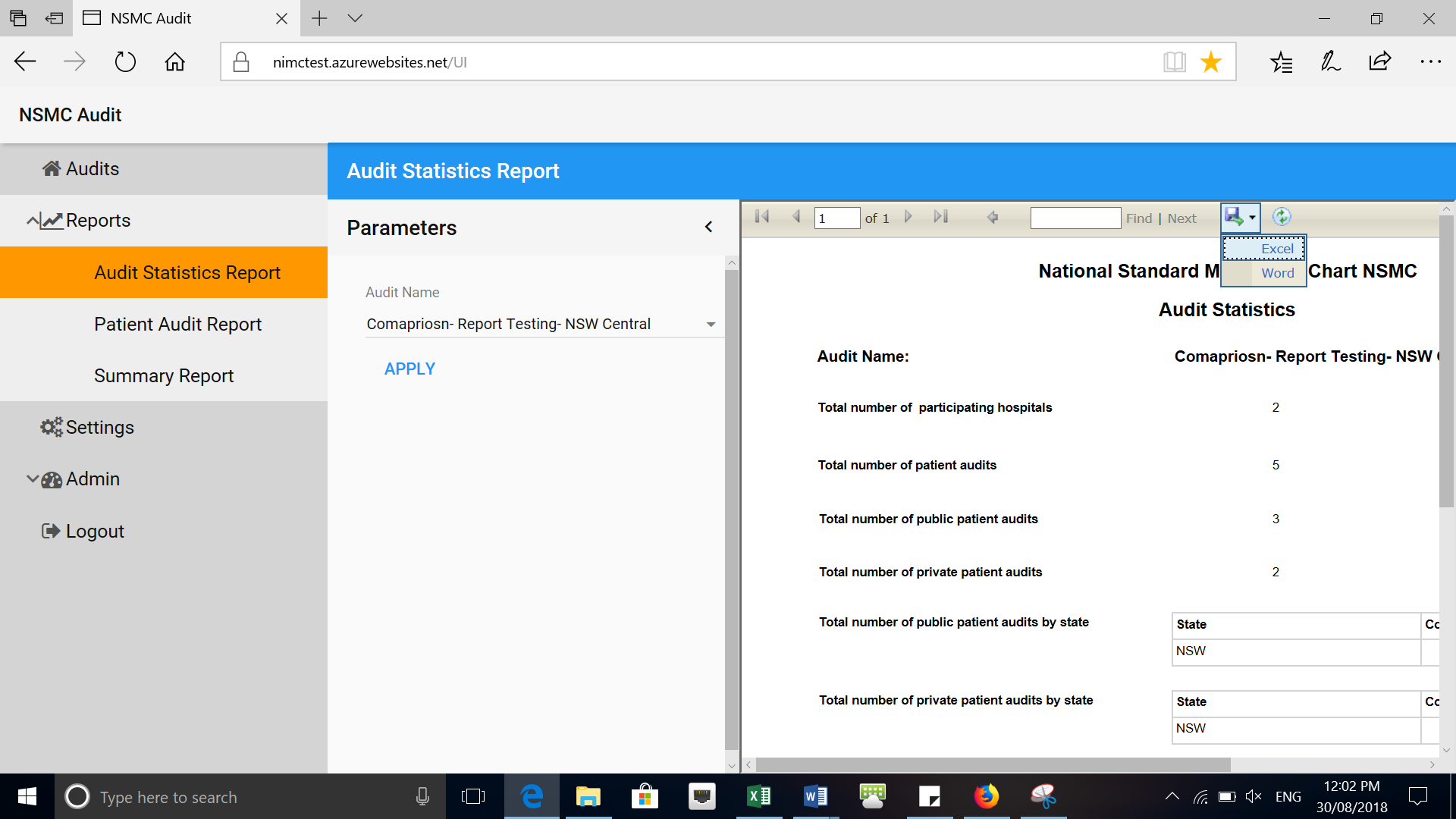
1. Click on ‘Audit Statistics Report’



1. Select the audit name from the drop-down list and click ‘APPLY’



1. Click the save icon to download the report in Excel or Word format.

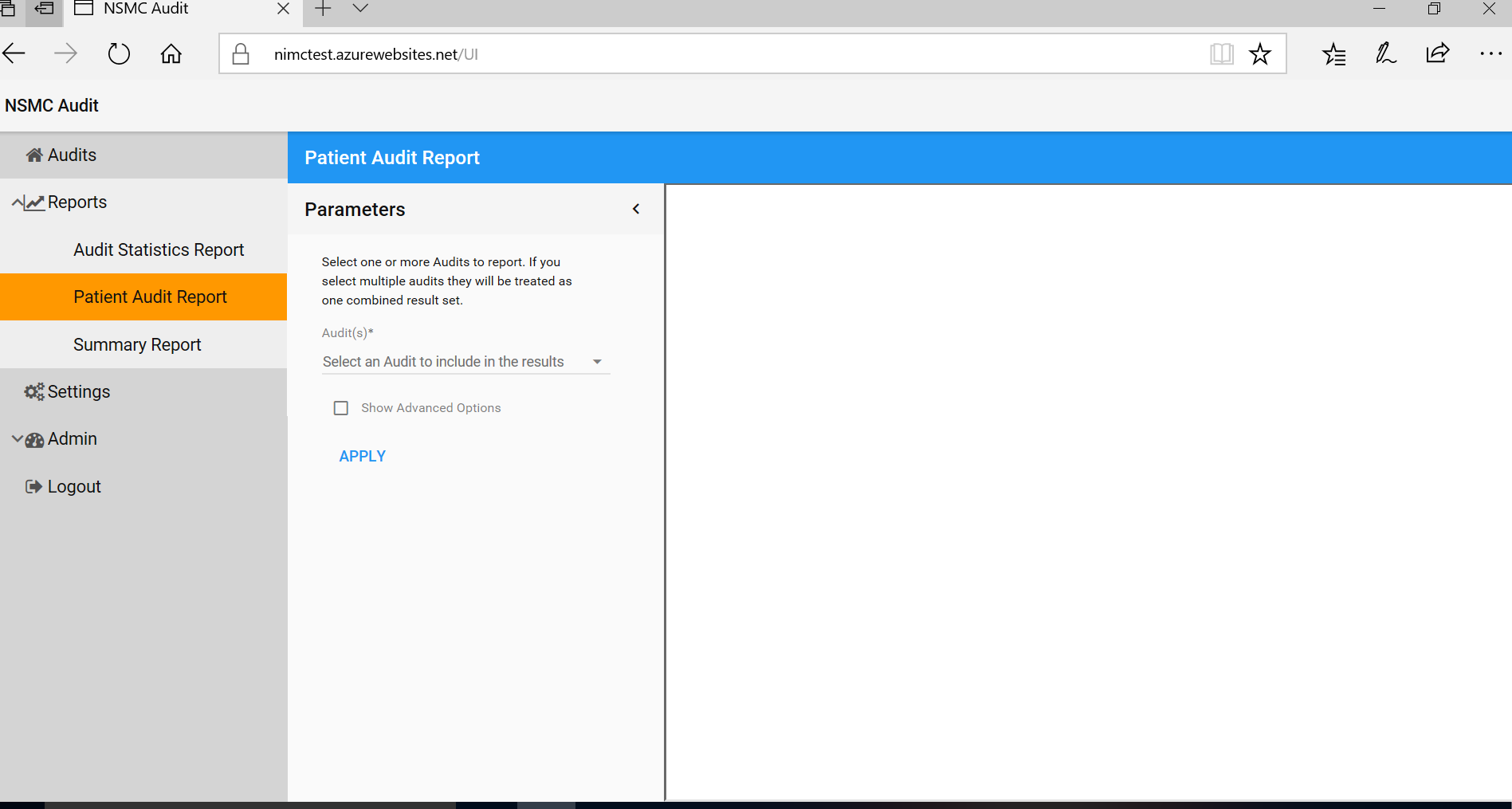


**Patient Audit Report**

Provides the raw data collected from the selected audit

**Generating the report**

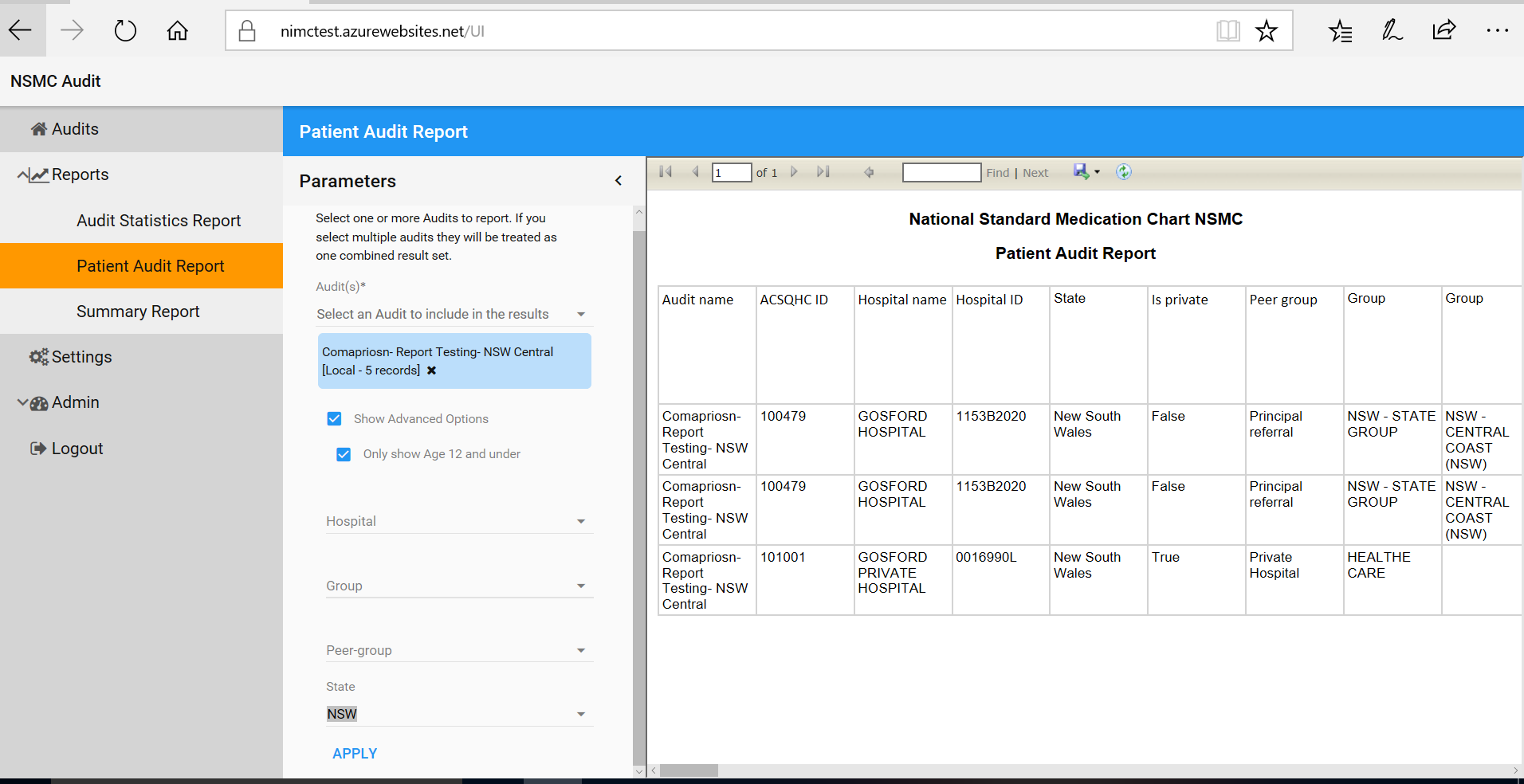
1. Click on Patient Audit Report



1. Select the audit(s) from the drop-down list and click ‘APPLY’.

Additional filters can be applied by selecting ‘Show Advanced Options’:

* Hospital name
* Group
* Peer-group
* State
* Hospital type
* Chart type
* Specific patient cohort ‘Only show Age 12 and under’



1. Click the save icon to download the report to Excel or Word format

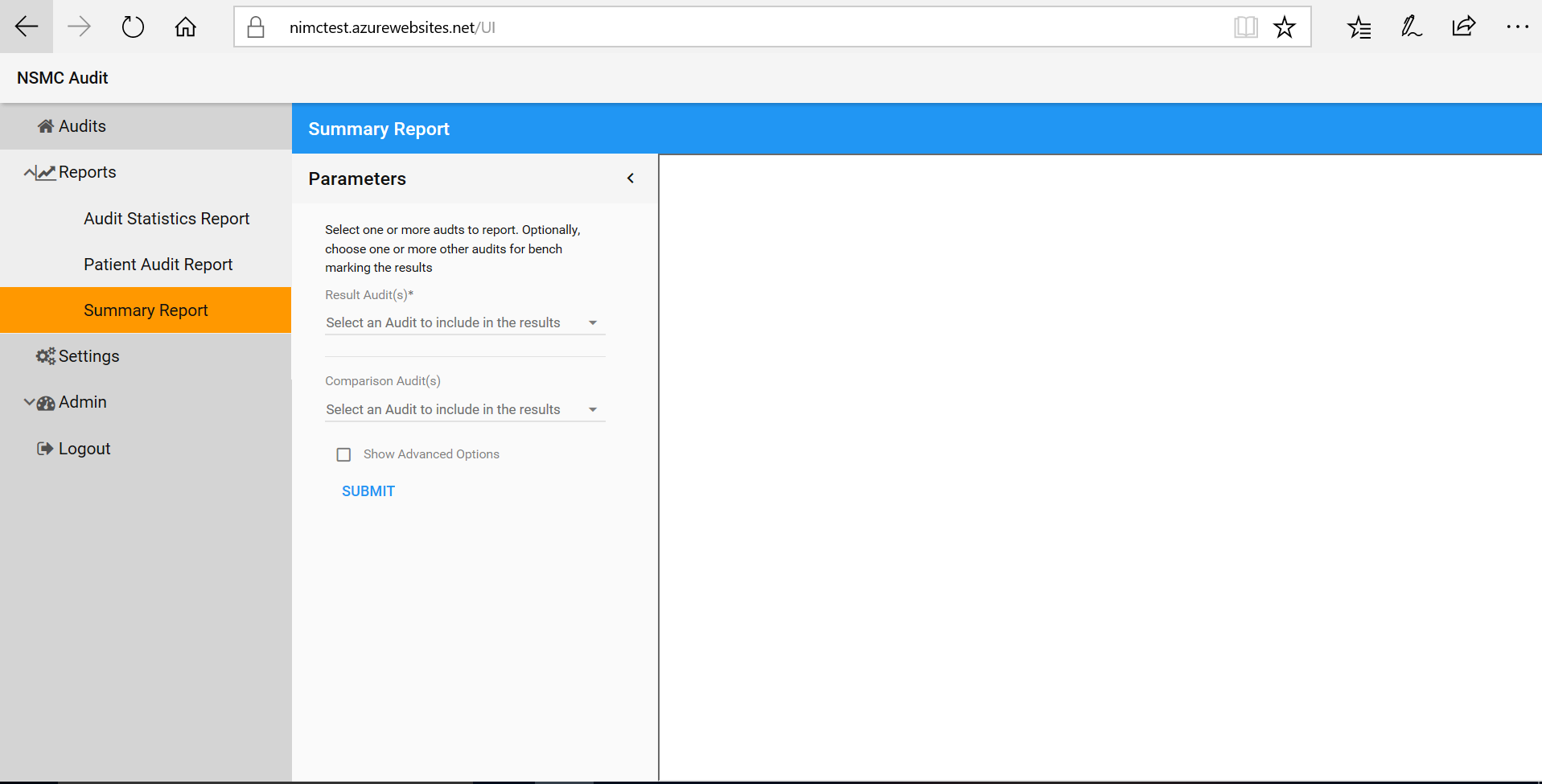
**Summary Report**

Provides a summary of results for the selected audit. Multiple audits can be selected to generate aggregated results.

A Summary report can also be created with a comparison of two audits, including the national audit. For example, hospitals may compare their hospital audit or local audit results with the national audit results.

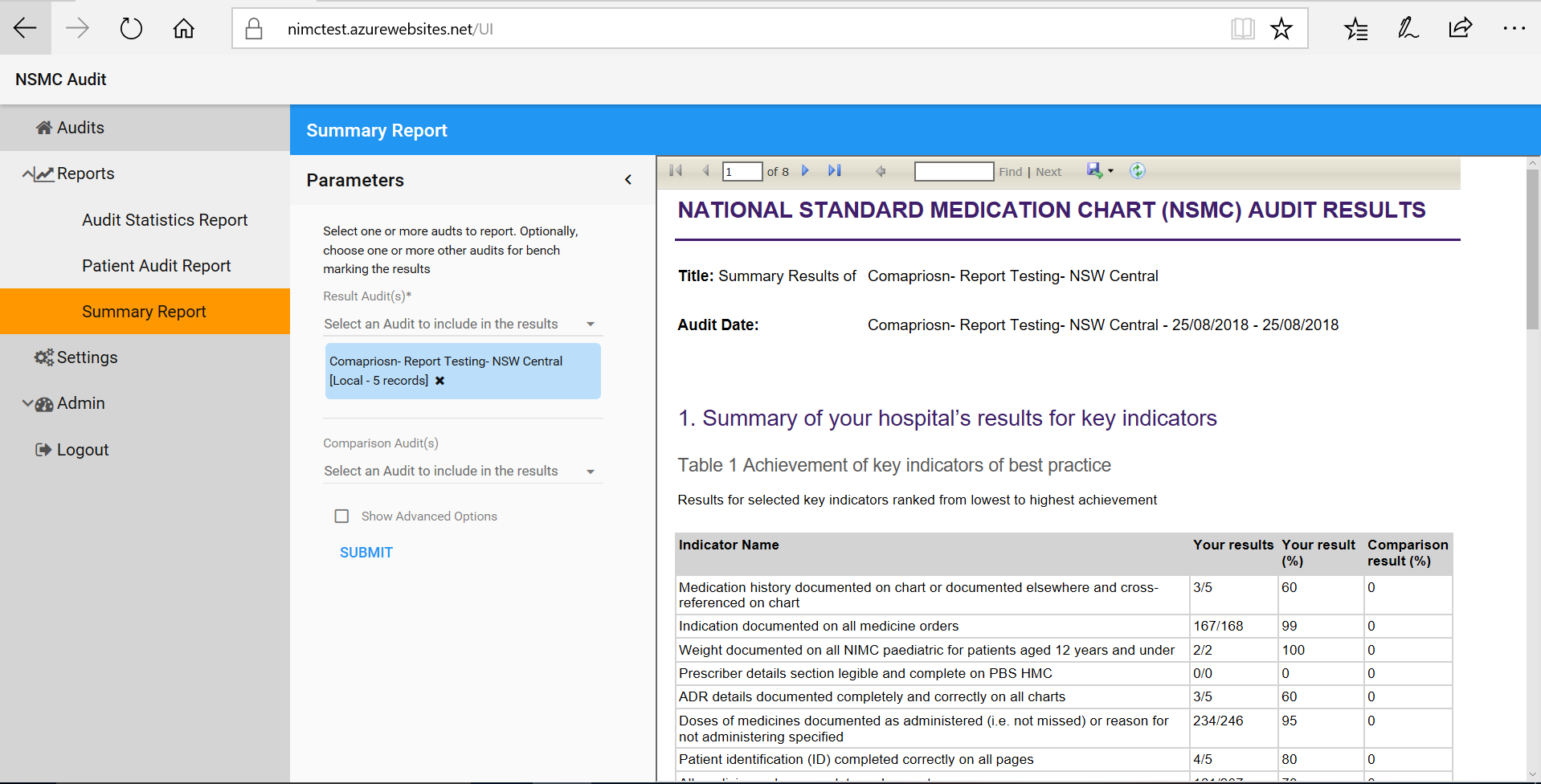
**Generating the report**

1. Click on Summary Report



1. Select the audit(s) you would like to include in your report under the heading ‘Result Audit(s)\*’ and click ‘SUBMIT’

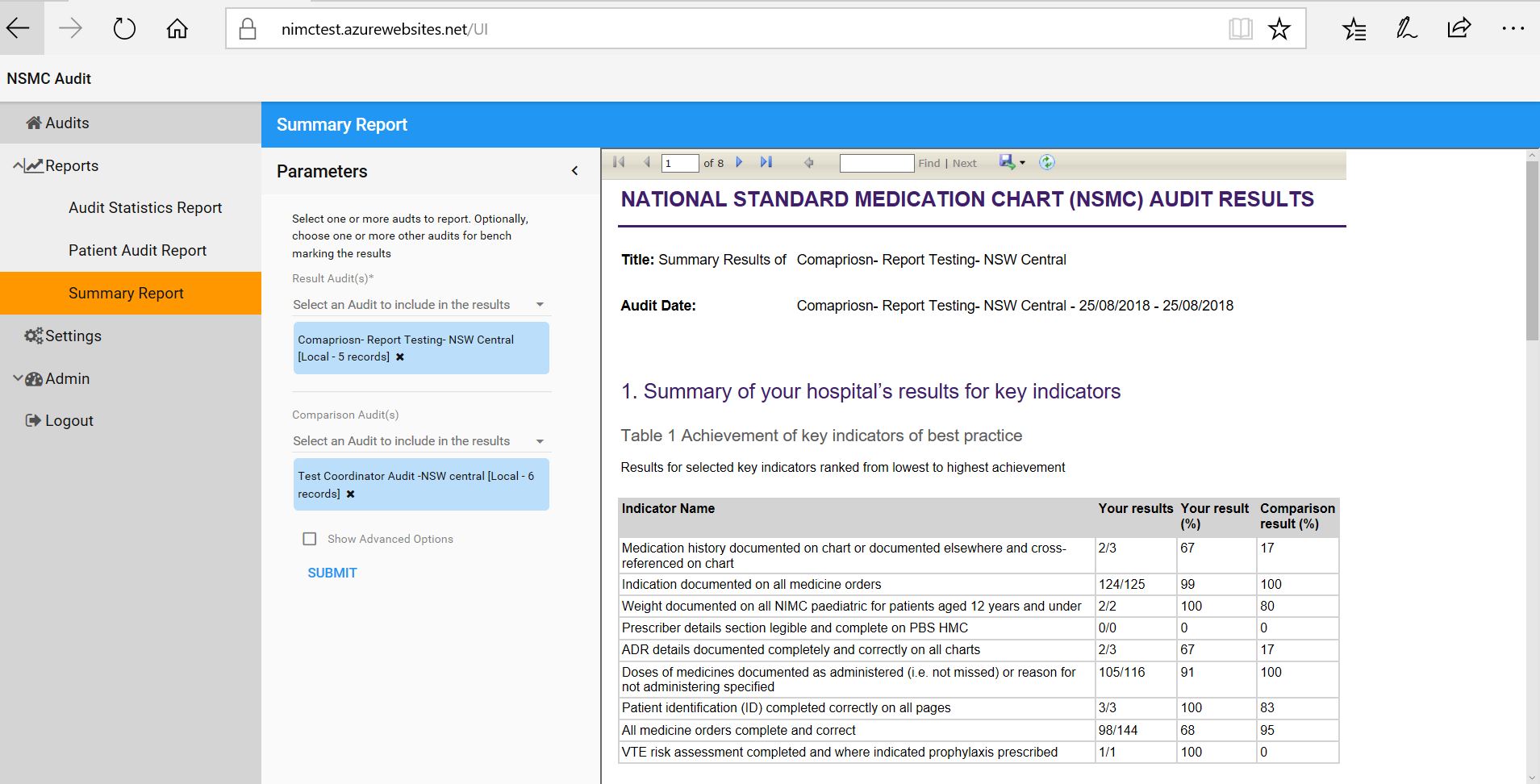
If you select multiple audits they will be aggregated



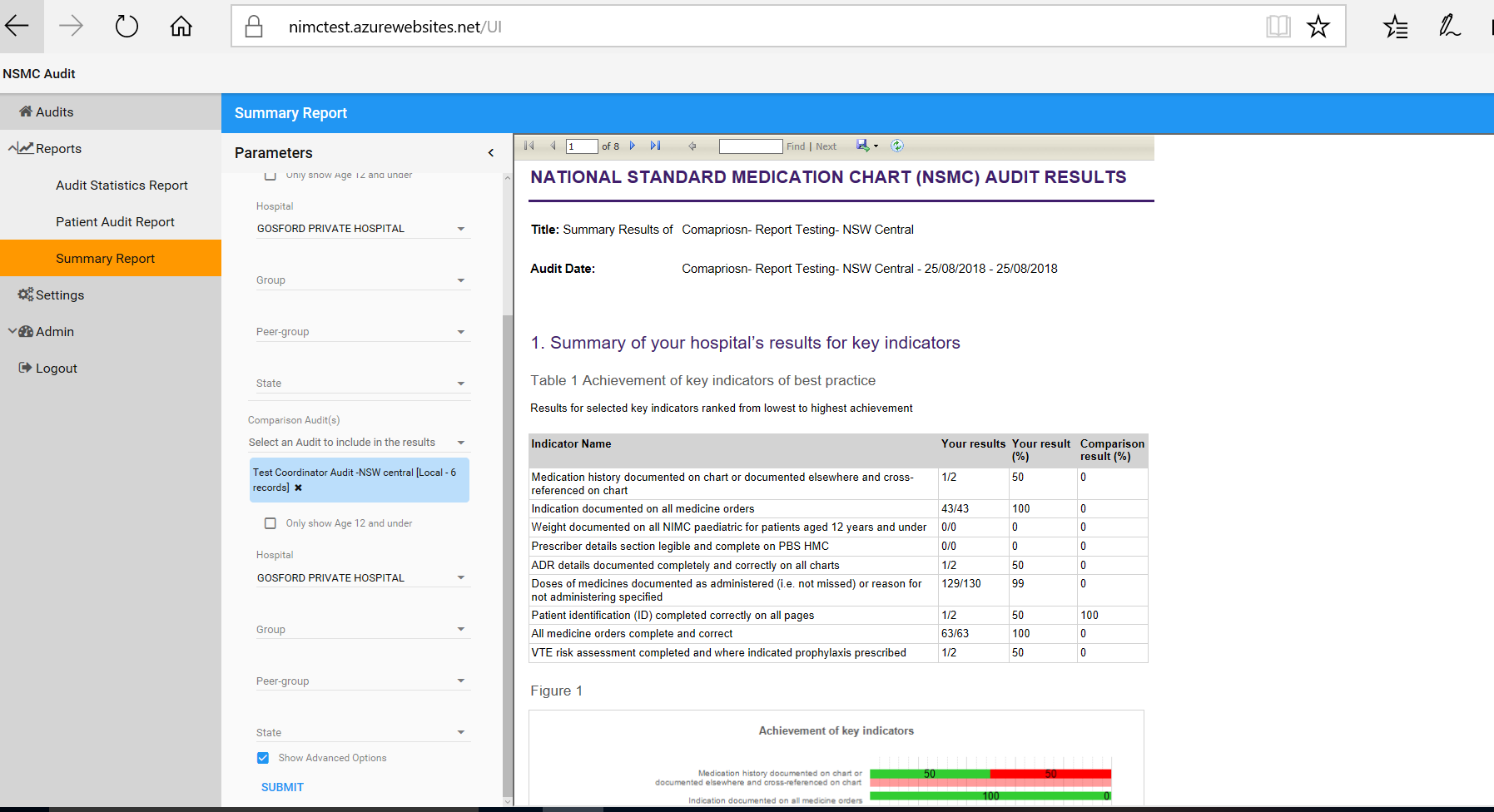
1. Click on the save icon to download the report in Excel or Word.

**Generating the comparison Audit(s) report**

1. Select the audit(s) for the comparison under the heading ‘Comparison Audit(s)’ and click ‘SUBMIT’



1. Additional filters can be applied by selecting ‘Show Advanced Options’



1. Click on the save icon to download the report in Excel or Word.