

This job aid assists in entering ED screening audit data. For questions or assistance, contact reports@hdnursing.com.

Step 1

Go to the Program Audit Portal

Go to: <https://www.hdnursing.com/hd-falls-program-audits>. Under "ED Portal Access" select "CLICK HERE to enter audits."

ED Portal Access
→ [CLICK HERE](#) to enter audits

Step 2

Select Hospital Information

Select the hospital system, hospital name, date, and shift.

HD ED Audit Forms

Hospital System	Hospital Name	Date	Shift
A Demo	Demo	2023-12-27	Day
Unit Name	Audit Type		
Unit 1	ED Screening Audit		

Step 3

Enter Audit Type

Select "ED Screening Audit."

HD ED Audit Forms

Hospital System	Hospital Name	Date	Shift
A Demo	Demo	2023-12-27	Day
Unit Name	Audit Type		
Unit 1	ED Screening Audit		

Step 4

Enter Audit Data

Enter the number of "Screened Correctly" and "Screened Incorrectly" responses. Note example entries in red.

ED Screening Audit	Screened Correctly		Screened Incorrectly
Dizziness/Generalized Weakness			
Screened Correctly	9	Screened Incorrectly	1
Immobilized/Requires Assist Of One Person			
Screened Correctly	7	Screened Incorrectly	3
Assist Device/Requires Assist Of People			
Screened Correctly		Screened Incorrectly	
History of Depression/Anxiety			
Screened Correctly		Screened Incorrectly	
History Of ETOH/Substance Of Abuse			
Screened Correctly		Screened Incorrectly	

Step 5

Submit Data

To submit the audit data, click SAVE. To cancel, click CANCEL.