

How to Correct Audit Findings?

- Adhere to timeframes
- Submit a corrective action plan that specifically state:
 - ✓ **What** procedures will be implemented to permanently correct the finding(s)
 - ✓ **Who** is responsible for completing the task
 - ✓ **When** the procedures for permanently correcting the finding was implemented, including a timeline for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually and when will it begin)
 - ✓ **Where** the corrective action plan will be retained
 - ✓ **How** the staff and facilities will be informed of the new policies and procedures (e.g., Handbook, training, website, etc.)
- Permanently implement the corrective action