

Prescription Audit Compliance Findings

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Email: [Recipient Email]

Dear [Recipient Name],

Subject: Prescription Audit Compliance Findings

We are writing to provide you with the findings from our recent prescription audit conducted from [Start Date] to [End Date]. This audit aimed to evaluate compliance with established prescription guidelines and standards.

Findings Summary:

- Adjustment Recommendations: [Insert Finding 1]
- Documentation Issues: [Insert Finding 2]
- Policy Non-compliance: [Insert Finding 3]

Recommendations for Improvement:

1. Implement training sessions for staff on prescription guidelines.
2. Update record-keeping procedures to ensure compliance.
3. Regularly review prescription practices to identify areas for improvement.

Please find enclosed the detailed audit report for your review. We recommend scheduling a follow-up meeting to discuss these findings and the next steps.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]