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**An audit on quality of request letters for electroencephalography interpretation sent to Clinical Neuroscience Centre, Faculty of Medicine, Galle**

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**Objectives:** To analyze the quality of requests for reporting of adult electroencephalographs (EEG) and the quality of EEG records.

**Design:** An audit on request letters and printed records of adult EEGs sent to the Clinical Neuroscience Centre (CNC), Department of Medicine, Faculty of Medicine, Galle for reporting.

**Setting:** A regional tertiary care centre in Sri Lanka.

**Material:** Fifty six consecutive EEG records with request forms sent for reporting

**Outcome:** To evaluate the relevance of the requests, adequacy of the information given in the request for reporting and the quality of the records and to make suggestions for improvement if necessary.

**Results:** Indications were mentioned in 54 (96.4 %) of the patients but adequate details of the clinical condition were mentioned only in 42 (75%). The duration of the illness was mentioned in 23(41%) %); age in 21(37.5%) and the drug history in 10 (18%). Average duration of the record is 7.15 (range 2.21-13.03) minutes. Artifacts were found in 11 (19.6%) of records. Most of the letters requesting EEG reporting are lacking useful patient and/or clinical details.

**Conclusion:** The longer records of EEG with attention to minimize artifacts and more detailed structured request letters may improve the yield of detecting abnormalities and the quality of the reports.