

# REQUESTED INFORMATION FOR HOSPITAL MEDICARE SURVEYS

## GOVERNING BODY

	Budget for 3 years including current year and capital expenditures
	Copy of Hospital By-Laws
	Copy of Medical Staff By-Laws Rules and Regulations
	Copy of meeting minutes for past 12 months
	Hospital organizational chart
	List of all contracted services with current contract.
	List of authenticated signatures
	List of Autopsies for past 12 months, a sample of charts will be reviewed
	List of committee members that make the budget
	Organ donor policies and procedures that show medical staff approval of program

## MEDICAL STAFF

	List of all Allied Health Professionals a sample of credentialing files will be requested/reviewed
	List of personnel as hospital designated requesters, a sample of personnel files will be selected for review
	List of Physician committee members and department heads
	List of Physicians by specialty and staff category, active and consulting
	Minutes of all medical staff committees for past 12 months
	Policies and Procedures for credentialing of medical staff

## MEDICAL RECORDS

	Documented review of 10% active/closed records. (Critical Access Hospitals)
	List of inpatient discharges for the past 60 days
	List of inpatient stays only beyond 96 <del>days</del> (Critical Access Hospitals only) <i>96 hours</i>
	List of overdue records (30 days from discharge) and the reason for delay
	Policies and Procedures

## SURGICAL SERVICES

	Ambulatory Surgical Unit log
	Ambulatory Surgery Unit policies and procedures
	Operating room log
	Operating Room policies and procedures
	Operating Room schedule, list of surgeries for all days of survey
	Operating Room committee minutes for past 12 months
	Copy of Surgical Director's job description
	Copy of present staffing schedule for all departments within surgical services
	List number of air exchanges for all Operating Rooms, sterile storage etc., humidity, temp
	List of Operating Room, Ambulatory Surgery Unit and PACU personnel, a sample will be selected for review
	List of mandatory in-services and attendance sheets for past 12 months
	Patient records will be reviewed
	PACU policies and procedures
	(If OB has Operating Room) policies and procedures and air exchange etc

## ANESTHESIA SERVICES

	Committee minutes for past 12 months
	List of department personnel, a sample will be selected for review
	List of mandatory in-services and attendance sheets for 12 months
	List of the Call schedule and staffing
	Patient records will be reviewed
	Policies and procedures including Conscious/Moderate sedation

*Call schedule*

## **CENTRAL STERILE SUPPLY (CSS)**

	Copy of the Director's job description
	List of air exchanges, humidity and temp readings
	List of department personnel, a sample will be selected for review
	List of mandatory in-services and attendance sheets for 12 months
	Logs
	Policy and procedures

## **INFECTION CONTROL**

	Copy of mandatory in-service and attendance sheets for past 12 months
	Copy of hospital wide surveillance
	Infection control program
	List of department personnel, a sample will be selected for review
	Log of incidents related to infections and communicable diseases
	Managers job description
	Meeting minutes for past 12 months
	Policies and procedures
	Tracking and trending for past 12 months

## **QUALITY ASSESSMENT/ IMPROVEMENT**

	Copy of improvement program
	Program data
	Program improvement projects/activities
	QI for contracted services through medical staff
	For Critical Access Hospital, copy of annual review of program

## **EMERGENCY SERVICES**

	Copy of the Director's job description
	Copy of mandatory in-services and attendance sheets for past 12 months
	List of department personnel, a sample will be selected for review
	Meeting minutes for past 12 months
	Policy and procedures.
	Present emergency room log

## **ORGAN TISSUE AND EYE PROCUREMENT**

	Copy of agreement with the Organ Procurement Organization (OPO)
	Copy of Director's job description
	Copy of Governing body minutes approval of OPO
	Copy of mandatory in-service schedule and attendance sheets for last 12 months
	Copies of OPO quarterly reports on reportable deaths
	List of inpatient deaths for the last 6 months, a sample will be selected for review
	Policies and procedures

## **OUTPATIENT SERVICES**

	Copy of Director's job description
	Copy of mandatory in-services with attendance sheets for last 12 months
	Department meeting minutes for last 12 months
	List of department personnel, a sample will be selected for review
	Scope of services provided-types of services
	Policies/procedures

**PHARMACEUTICAL SERVICES**

- Copy of last NH Board of Pharmacy inspection report
- Department meeting minutes for past 12 months
- Director of Pharmacy job description
- List of mandatory in-services and attendance sheets for 12 months
- List of department personnel, a sample will be selected for review
- Pharmaceutical and therapeutic committee meeting minutes for one year
- Policies and procedures.
- Policies and procedures and process for tracking medication errors with outcomes
- Preventive maintenance

**RADIOLOGY AND NUCLEAR MEDICINE**

- Copy of last Radiation Physicist Report and backup plan of correction/documentation
- Copy of last radiology report. (State)
- Copy of preventative maintenance programs.
- Department meeting minutes for past 12 months
- Director/MD job description
- List of department personnel, a sample will be selected for review
- List of mandatory in-services and attendance sheets for 12 months
- Policies and rocedures

**REHABILITATION SERVICES**

- Department meeting minutes for past 12 months
- Director/MD job description
- List of department personnel, a sample will be selected for review
- List of mandatory in-services and attendance sheets for 12 months
- Policies and procedures

**RESPIRATORY SERVICES**

- Department meeting minutes for past 12 months
- Director/MD job description
- List of department personnel, a sample will be selected for review
- List of mandatory in-services and attendance sheets for 12 months
- Policies and procedures
- Sleep lab information**
- Policies and procedures

**OFF CAMPUS AREA UNDER HOSPITAL MEDICARE #**

- Address
- Discipline
- Department Head
- Job descriptions for all licensed personnel
- Scope of Services provided-Types of Services
- Policies and procedures for credentialing of medical staff

## **FOOD AND DIETETIC SERVICES**

	Copy of the Director's job description
	Copy of hood cleaning
	List of mandatory in-services and attendance sheets for past 12 months
	Copy of National Standards followed for menus
	List of department personnel, a sample will be selected for review
	Log for sanitation, freezer and refrigerator temps
	Menus for one month for all diets offered
	Policies and procedures
	Screening criteria for patients who are nutritionally at risk
	Therapeutic Dietary Manual

## **NURSING SERVICES**

	All department heads and nurse Manager Meeting Minutes for past 12 months.
	Average Acute patient length of stay. (Critical Access Hospitals only)
	Average patient census. (Critical Access Hospitals only)
	Copy of Nursing Director job description
	Inpatient grid for all units
	Incident reports for last 6 months available for surveyor investigation if needed
	Job descriptions for all licensed personnel
	List of Department heads and telephone extension
	List of mandatory in-services and attendance sheets for 12 months
	List of nursing and allied health professionals with license number and expiration date
	Organizational Chart
	Orientation policies/procedures and competencies
	Policies and Procedures

## **DISCHARGE PLANNING**

	List of discharged for last 3 months
	Meeting minutes for past 12 months
	Patient records will be reviewed (For Critical Access Hospitals, review documentation from acute to swing)
	Policies and procedures for discharge planning criteria

## **PATIENT RIGHTS**

	Admission packet.
	Advanced directive information
	CAH Swing bed policies/procedures
	Policies/procedures

## **LABORATORY SERVICES**

	Copy of Clia certificate
	Copy of Director's job description
	Copy of Last CAP report
	List of department personnel, a sample will be selected for review
	List of mandatory in-services and attendance sheets for past 12 months
	Point of care testing
	Policies and procedures

**PHYSICAL ENVIRONMENT (Life Safety Code)**


All manuals for Life Safety Code

Copy of safety plan for patients during emergency situations

Director of Department

Fire Drill Records

List of department personnel; a sample will be selected for review

List of mandatory in-services and attendance sheets for 12 months

Policies and procedures

Routine and preventative maintenance program schedules

Safety/Disaster plans

***Hazardous waste disposal***

Responsible party

Policies and procedures