Site Visit Preparation from ACS Perspective

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1

Disclosures

- Nothing to Disclose

2

Site Visit Preparation

- Commission on Cancer (CoC)
- National Accreditation Program for Breast Centers (NAPBC)
- National Accreditation Program for Rectal Cancer (NAPRC)

- Quality Portal (QPort)
- Pre-Review Questionnaire (PRQ)
- Templates and Minutes
- Agenda
- Chart Reviews

3

Quality Portal (QPort)

- Need access to:
  - Schedule site visit
  - Communicate with site reviewer
    - Confirm date
    - Review and confirm final agenda – Site Visit Agenda and Instructions
    - PRQ completion/submission
    - Send patient lists/accession lists to site reviewer in preparation for chart review
    - Conduct test run of videoconferencing technology
    - Exchange contact and travel information for on-site visits
  - Access to NCDB data – Survival Reports, CQIP, PUF, Hospital Comparison Benchmark Reports, Completeness and Site by Stage Distribution Reports

4

QPort

5

PRQ

- Closes 60 days before site visit date for pre-review
- Complete ALL fields in PRQ
- Upload all minutes, policies and procedures, and other required documents that are from all years of the accreditation cycle (3 calendar years)
  - If possible, recommend that you upload minutes from current year
- Complete and upload ALL required templates
  - Templates are available on the Resources page
- PRQ re-opens on day of site visit and remains open for 3 business days

6

Agenda

- Review the Site Visit Sample Agenda and Instructions document with your committee.

  2024 Site Visit Instructions and Sample Agenda

  - Document provides information on:

    Table of Contents
    - Preparation
    - Responsibilities
    - Patient/Accession list
    - Chart review
    - Day of site visit expectations
    - Sample agenda – to be finalized with the site reviewer

    Operational Components
    Program Responsibilities
    Site Reviewer Responsibilities
    Medical Record Review Process
    Completion of CoC Templates
    Sample Agenda

7

Chart Review

- The Site Visit Instructions and Sample Agenda document provides details on how to prepare for the chart review – before and during the site visit.
- Patient/Accession list is to be de-identified (no PHI)
  - No treatment dates should be included in the list, PRQ, QPort, or in any document uploaded
  - If the site reviewer selects a patient for review that does not meet the respective 'Scope of Standard', please inform the site reviewer so a new patient may be selected before the site visit or chart review takes place.
  - Work with site reviewer at least 7 calendar days before the site visit as to how virtual chart review will work
  - **Must** identify HIPAA-secure videoconferencing software **AND** HIPAA-secure document sharing

8

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Questions??
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NAPBC@facs.org
NAPRC@facs.org

9

Thank you

10