Site Visit Preparation from ACS Perspective

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Disclosures

Nothing to Disclose

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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

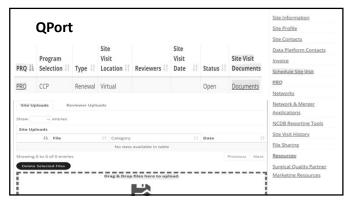


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Quality Portal (QPort)

- 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

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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

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- Review the Site Visit Sample Agenda and Instructions document with your committee.
 2024 Site Visit Instructions and Sample 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

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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

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Site Visit Preparation from ACS Perspective

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

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Thank you	
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