

Pre-Accreditation Facility Checklist

Reviewed by _____ **Date** _____

Corporate Documentation

	Document	Have	Notes
1	Articles of Incorporation		
2	By-laws		
3	Business License		
4	Certificate of Occupancy		
5	Policy & Procedure Manual		
6	Employee Manual		

Employee Documentation

	Document	Have	Notes
7	Credential for all Practitioners (Copies)		
8	Performance Management Reports & Activities		
9	CPR Certificate (Copies)		
10	List of Practitioners & credentials Staff- Job titles Responsibilities		
11	Signature Directory (For any employee who writes in patient's charts, directory should show printed name and how they sign the chart)		

Building Entrance

	Document	Have	Notes
13	Parking Lot (If parking lot is part of your facility, the handicapped parking area should be clearly indicated)		
14	Hours of Operation (Should be posted on door.)		

Office/Reception Area

	Posted Documents:	Have	Notes
15	Medicare Supplier Standards (25)		
16	HIPAA Policy (and contact person regarding questions and/or complaints)		
17	Financial Policy		
18	Mission Statement		
19	Business Licenses & Registrations		
20	Practitioners Certifications/Licenses		
22	Emergency Numbers Clearly Posted		
23	Fire Plan Job Descriptions		

Annual Reports

	Document	Have	Notes
24	Policy & Procedure Manual (Review/Updates)		
25	Performance Management (Review/Updates)		
26	Practitioner Credentials		
27	Employee Review		
28	Privileging		
29	Facility Safety Program (Review)		
30	Fire Drill Log		
31	CPR & Basic First Aid		

Patient Information and Forms

	Document	Have	Notes
	Patient Informed of:		
32	Timeline for Services		
33	Financial Responsibility Regarding Services		
34	Goals and Outcomes		
35	Rights Regarding your Services		
36	Function, care, use, maintenance and precautions of their device.		
37	Specific Follow up Schedule		
38	After Hours Services		
39	Complaint Resolution Form		
40	Payment Authorization Form		
41	Warranty Policy		

Patient Examination Rooms

	Document	Have	Notes
42	Exam rooms are dedicated and private		
43	Rooms to be cleaned and preped between patients.		
44	Rooms to be clutter free and not used to store supplies or files		
45	Fire exit instructions should be clear and concise and posted on the inside door entrance		
46	Exist signs when lighted must be functioning		
47	Supportive ambulation devices should be available		

Performance Management Program

Documentation of the PM policy and its implementation needs to be incorporated into the company's policy and procedure manual

	Document	Have	Notes
48	Patient Satisfaction Survey		
49	Analysis of Collected Survey Data		
50	Analysis of monitoring the data and making recommendations based on the data		
51	Employee review data collected from the PM data incorporated into performance appraisals		
52	Annual review of the PM plan		
53	Evidence of implementation of improvements		

Additional Comments:
