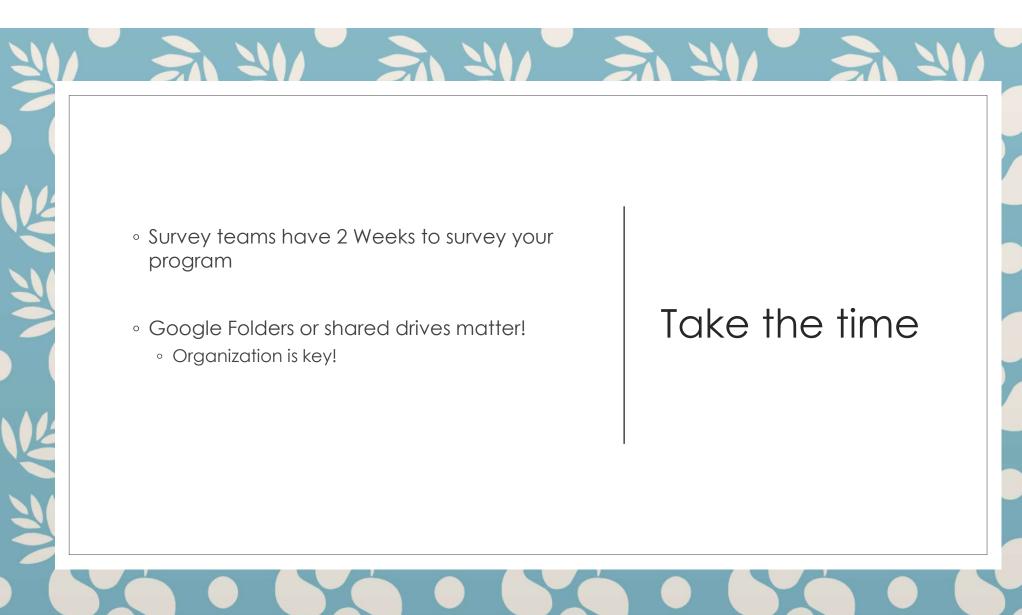
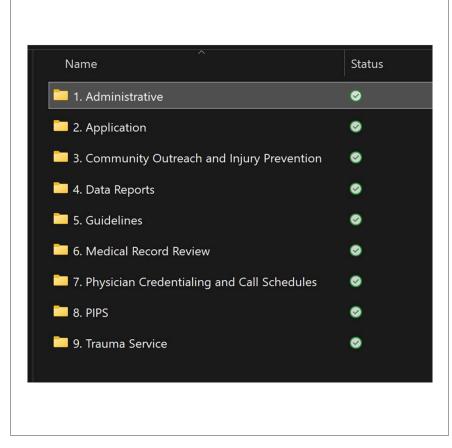
FROM A SURVEYOR'S PERSPECTIVE

2024 CTN Winter Conference Wendy Erickson, CDPHE Trauma Nurse Reviewer





Think about what's required

- And what shows your program off.
 - Remember, the survey team only sees part of your program. Take credit for what you do!!
- Consider organization
 - Make it make sense org charts and job descriptions into an admin folder
 - Guidelines should all be in one folder
 - Physician credentialing should be organized by specialty- have a spreadsheet for easy reference!
 - PI projects

Medical Record Review

- Organize them by reviewer
- Title the folders so their easily identified- maybe even include category they're in.
- ORGANIZE those charts.

| C 🛆 OneDrive > Wendy - Personal > Desktop > St Awesome Hospital, Colorado > 6. Medical Record Review | | | | | | | | | | | |
|--|--|--|--|--|--------|--------------------|-------------|------|--|--|--|
| $(\bigcirc \ \bigcirc $ | | | | | | | | | | | |
| Name | | | | | Status | Date modified | Туре | Size | | | |
| 🖿 ED Physician | | | | | • | 11/21/2024 5:19 PM | File folder | | | | |
| 🛅 Nurse Reviewer | | | | | 0 | 11/21/2024 5:19 PM | File folder | | | | |
| Trauma surgeon | | | | | 0 | 11/21/2024 5:19 PM | File folder | | | | |
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| F | Patient A | | | • | 11/21/2024 5:21 PM | File folder | | |
| F F | Patient B | | | 0 | 11/21/2024 5:20 PM | File folder | | |
| F | Patient C | | | 0 | 11/21/2024 5:21 PM | File folder | | |
| , 👘 F | Patient D | | | 0 | 11/21/2024 5:21 PM | File folder | | |
| , E | Patient E | | | 0 | 11/21/2024 5:21 PM | File folder | | |
| | | | | | | | | |



Chart Organization

- Follow the patient experience. Start at the beginning!
- $\circ\,$ Include all of your PI on the case AND EVENT RESOLUTION!
- Label all things similarly chart to chart.
 - Cxray versus Chest X-ray
 - An EMS Run Sheet is an EMS Run Sheet
- Include committee minutes
- Include applicable data
- MINIMIZE CLICKING IN AND OUT OF FOLDERS WHEN POSSIBLE

• required documentation (components) listed below must be bookmarked and <u>labeled/indexed</u> to th medical record selected by the lead reviewer in the following chronological order:

- 1) Patient's medical record face sheet
- 2) PIPS materials
 - Documentation of each level of review (with date) with supporting information (timelines, etc.) with this case highlighted if multiple cases are present
 - o Must include documentation of completed/closed loop closure
- 3) Prehospital
 - To outside hospital (if applicable)
 - o To trauma center
- 4) Trauma flow sheet (or ED documentation if not TTA)
- 5) MTP summary (count of products including cryo)
- 6) ED physician note
- 7) Trauma H&P
- 8) Consultation notes (for specialist consulted in first 12 hours)
- 9) Operative notes within anesthesia sheet (for procedures in first 48 hours)
- 10) Imaging reports* (for studies within first 12 hours)
- 11) Child protective services consult (peds only)
- 12) Discharge summary
- 13) Autopsy report, if applicable
- 14) Copy of the guidelines/protocols followed to care for the injured trauma patient, e.g. MTP activation, trauma team activation, neurosurgery/orthopaedic surgery (if applicable), organ procurement, etc. (Refer to APPENDIX 1 <u>VERIFICATION or FOCUSED</u> VISIT DOCUMENTATION REQUIREMENTS)

*Physician progress notes a are not required to be scanr in advance. They may be rec during the virtual site visit u reviewers' request.

Consider the ACS formating



Freaking out? Need help?

 \circ Breathe.

• PHONE A FRIEND!!

The more organized you are...

- The more put together and complete your program seems.
- The more information I have at my fingertips prior to survey, the less questions I ask.
- Be succinct and be purposeful- YOU GOT THIS!
- Be clear in your application answers- YOU KNOW THIS!
- Be thoughtful in your organization of your online platform.
- Consider a tip sheet to show us how you put things together, or a road map to your folders.
- Make sure you've read through the scoring tool AND the rules!

THANK YOU

For all that you do, EVERYDAY, for our trauma patients.