

Reviewers' Appendix

Agency Name:

Onsite Review Dates:

Reviewers:

Employee Records Inspection
(Approximately 10% of Employee Records- with a Minimum of 10)
(Note: this includes subcontractor personnel- see 106.09.01)

Employee ID	Employee Classification	106.01.01 Credentials														104.03.02 103.01.01 106.06.01 106.06.02 106.06.03 202.01.03 Evidence of Mandatory Compliance/ Training Programs	106.05.02 Selection Process	106.06.01 204.04.01 Orientation Training	104.03.03 106.06.02 106.06.03 Ongoing Training	106.08.01 Performance Evaluation

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Employee Records Inspection-NOTES

Use this page for Reviewers' on site notes. Return these forms to CAAS or destroy.

Employee Interview Worksheet

Use this worksheet to evaluate employee understanding of policies/procedures.

(This is intended to be with random employees, including subcontractor personnel, non-supervisory.)

(Approximately 10% of Employees- with a Minimum of 10)

Employee ID	103.01.02 Policy Access	103.01.03 Policy Changes	106.02.02 Compensation Description	106.07.01 Professional Conduct	201.03.02 Distributing Medical Records	202.01.01 Driving Standards	202.02.01 Employee Safety	202.03.01 Patient Safety	202.04.01 Patient Personal Property	203.03.02 Checking Equipment	203.03.03 Locking ALS Supplies	203.03.04 Temperature Extremes	203.05.01 Disposable Items

Employee Interview Worksheet-NOTES

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Patient Care Record Inspection (201.03.01)
(Minimum of 25, total is at reviewer's discretion)

[illegible]

Patient Care Record Inspection (201.03.01)
(Minimum of 25, total is at reviewer's discretion)

[illegible]

Patient Care Record Inspection- NOTES

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Vehicle and Equipment Inspection

Required equipment must be available for adult and pediatric patients.

(10% of vehicles- if under 10, inspect all available)

Vehicle ID									
Vehicle clean									
All exterior lights working									
Windshield wipers									
Tires									
Siren/horn									
Rear & Side mirrors									
Exhaust system									
Communications equipment									
ALS supplies locked									
Oxygen equipment									
Suction									
Stethoscope & BP cuff									
Bandaging, splinting, immobilization equip									
Defibrillator									
OB kit									
PPE/WMD/infection control equipment, incl. safety vests									

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(10% of Vehicles-if under 10, inspect all available)

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OB kit									
PPE/WMD/infection control equipment									

Vehicle and Equipment Inspection
SCT VEHICLES ONLY

SCT Vehicle ID				
202.01.02 If the agency has dedicated vehicles for SCT, seating shall be designed so that the majority of patient care may be administered from a seat-belted position.				
203.01.01 If the agency provides SCT, all vehicles used for SCT shall have a minimum of one level of redundancy in each of the following: patient compartment lighting, communication system, and biomedical equipment power system.				

Vehicle and Equipment Inspection- NOTES

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Facility Inspection
(Inspect all, or as many stations as possible)
203.06.01

Facility ID										
Adequate sleeping space										
Showering facilities										
Food prep & eating space										
Bathrooms										
Vehicle & equipment cleaning areas										
Building accessibility										
Safety equipment										
Fed/state/local facility requirements										
Walk-in care signage (203.06.02)										

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203.06.01

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Facility Inspection- NOTES

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Miscellaneous Records Inspection

102.03.01	Review records of complaints from other agencies to verify adherence to Complaint Policy.	Notes:
103.04.01	Random inspection of records to verify adherence to Records Retention Policy.	Notes:
103.04.02	Verify process used for back-up of electronic data.	Notes:
104.02.01	Verify budget has relationship to Strategic Plan.	Notes:
104.02.02	Review samples of reports used for financial performance review.	Notes:
104.03.02 104.03.03	Review documentation of initial and continuing Billing/Coding training	Notes:
105.02.02	Review records of complaints from patients/community members to verify adherence to Complaint Policy.	Notes:
106.03.01	Review samples of corrective action to verify adherence to Corrective Action Policy.	Notes:
201.06.01- 201.06.06	Review Clinical Performance Improvement records to verify adherence to Clinical Performance Improvement Program.	Notes:
202.01.04	Review vehicle crash records to verify adherence to Vehicle Crash Policy.	Notes:
202.05.01	Review incident report records to verify adherence to Incident Report Policy.	Notes:

Miscellaneous Records Inspection-continued

203.02.01	Review vehicle PM records to verify adherence to Vehicle PM Policy.	Notes:
203.03.02	Review vehicle checklist records to verify adherence to Vehicle Checklist Policy.	Notes:
203.04.01	Review equipment PM records to verify adherence to Equipment PM Policy.	Notes:
203.05.01	Verify methods for storage, transportation, and disposal of disposable items/medical waste.	Notes:
204.01.03	Review SCT Call-taking records to verify adherence to SCT Call-taking policy.	Notes:
204.01.05	Review the communications capabilities of the Communications Center and field personnel to verify that they meet the required components.	Notes:
204.03.01	Review communications center equipment PM records to verify adherence to Communications Center PM Policy.	Notes:
204.07.01	Review communications Performance Improvement records to verify adherence to Communications Performance Improvement Program.	Notes: