

Reviewers' Appendix

Agency Name:

Onsite Review Dates:

Reviewers:

Employee Records Inspection-NOTES

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

Employee Interview Worksheet-NOTES

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

Patient Care Record Inspection- NOTES

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

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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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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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: