



ASC Surveyor Training Update

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Medical Record Review Worksheet Updates

- AAAASF recently adjusted the Medical Record Review worksheet and the instructions for completing the worksheet.
- All Medical Record Review worksheets are expected to be completed in accordance to the updated instructions for all future surveys.

Changes

- Identifying open and closed cases
- Labeling the number of cases reviewed on each set of worksheets

Open & Closed Cases

- An open case is defined as a patient that is being treated the day of the survey.
- The case that was observed on the day of survey should be included in the medical record review.
- Each record that is reviewed must be identified by circling "O" for open and "C" for closed

Open & Closed Cases

ASC Medical Record Review Worksheet - Word

File Home Insert Draw Design Layout References Mailings Review View ACROBAT Tell me what you want to do

Clipboard Font Paragraph Styles Editing

ASC Medical Record Review Work Sheet

Facility ID: _____ Surveyor: _____ Date: _____

Instruction: Each file review must be scored for each standard element below. Mark "N" if the required element is not present in the record. Mark "N/A" if the required element does not apply to the record. Each "N/A" score requires an explanation in the comment section for that standard. Add up the number of "N" responses over the total number of records reviewed for the final record score, ex. 3(deficient)/10(reviewed) for each record review worksheet. A single deficient record requires the corresponding standard to be cited as deficient. Please score the standards accordingly and complete a Statement of Deficiency Form indicating the final record score (ex. 3/10) when indicating evidence of noncompliance. Indicate whether the case is open or closed by circling "o" for open and "c" for closed. Open cases are defined as patients being treated on the day of the survey. The case that was observed on the day of survey should be included in this record review.

Total Cases, Past 6 Months: _____	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	PT Initials	Number of Reviewed Records Deficient From This Set
Monthly Case Volume: _____	O/C	O/C	O/C	O/C	O/C	O/C	O/C	O/C	O/C	O/C	
Review Requirement: 10 20											
600.010.005 Accurate, legible & promptly completed	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	/
Comments:											
600.010.020 Patient Identification	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	/
Comments:											

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Labeling Number of Cases Reviewed

- Identify the number of cases reviewed for each set of worksheets

ASC Medical Record Review Worksheet - Word

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Read Mode Print Layout Web Layout Outline Draft Learning Tools Vertical Side to Side Ruler Gridlines Navigation Pane Zoom 100% One Page Multiple Pages Page Width New Window Arrange All Split Synchronous Scrolling Switch Macros Properties

Views Immersive Page Movement Show Zoom Window Macros SharePoint

Single deficient record requires the corresponding standard to be cited as deficient. Please score the standards accordingly (ex. 3/10) when indicating evidence of noncompliance. Indicate whether the case is open or closed by circling "o" for the day of the survey. The case that was observed on the day of survey should be included in this record review.

PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	PT <u>Initials</u>	Number of Reviewed Records Deficient From This Set
<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	<u>O/C</u>	
Y	<input type="radio"/> Y	<input type="radio"/> Y	<input type="radio"/> Y	<input type="radio"/> Y	<input type="radio"/> Y	<input type="radio"/> Y	<input type="radio"/> Y	
N	<input type="radio"/> N	<input type="radio"/> N	<input type="radio"/> N	<input type="radio"/> N	<input type="radio"/> N	<input type="radio"/> N	<input type="radio"/> N	/
N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	

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Questions?

Contact

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