

## Peer Review User Guide

American Association for Accreditation of Ambulatory Surgery Facilities, Inc. July, 2019

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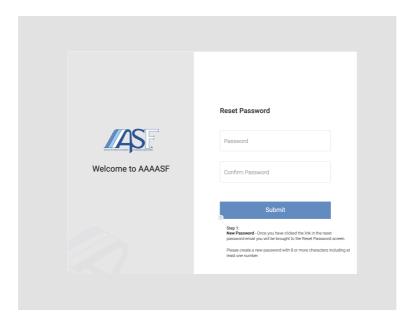
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## Login Peer Review

Version to AAAASF         Version to AAAASF         Name         Name	Step 1: Teality ID: Entry your AAAASE Facility ID: Hyou do not know your facility ID please context the AAAASE office Step 3: Password - Enter the password associated withy your facility's Feer Review Account. Typod do not know your password click "Forgot your password" To reset your password
	If you do not know your password click "Forgot your password?" to reset your password

#### **Reset Password**

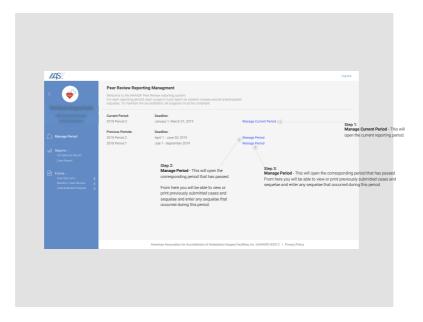
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	In the main advects to the designature Facility Administrator. A first for series your password will be sert to the email. If you do not know your facility administrator or need to update this information please contact the AAAASF office.



Profile Picture & Left Menu

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Click on the logo icon and you will be prompted to upload an image from		Period 2	April 1, 2019 - June 30, 2019	Manage Period 07
your computer.				
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			American Association for Accreditation of Ambulatory I	Surgery Facilities, Inc. (AAAASF) 02012   Privacy Policy
	Step 3: Reporting - Access	s your facility's compliant	ce report to your view your	
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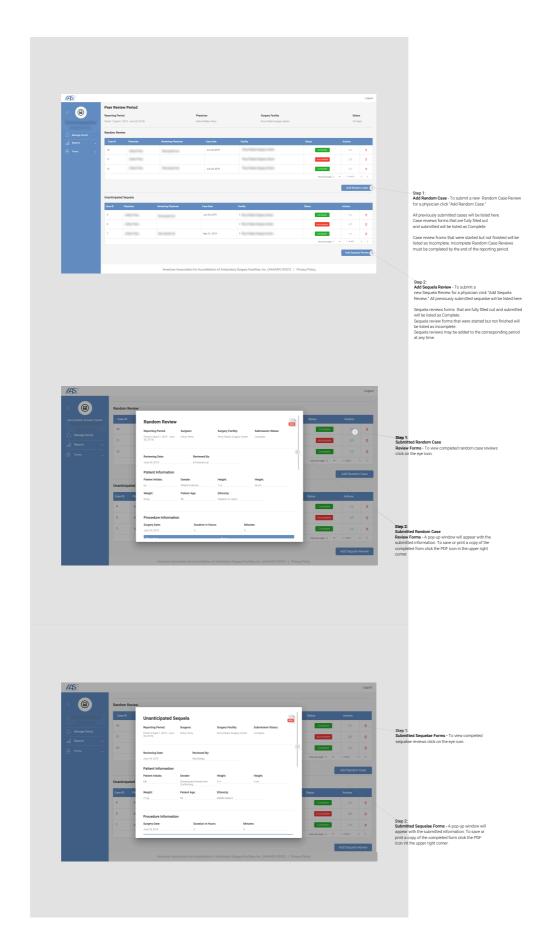
Peer Review Reporting Management



#### Peer Review Period

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<	Peer Review Period Reporting Period Period 2 (April 1, 2019 - June 30, 2019) Search for physician		# of Surgeries	Status Compliant: 3 / NonCompliant: 1	Step 1: Total Number of Surgeries - The total of surgeries or procedures completed facility will need to be entered by the e
Anage Period					the submission period.
<u>n∭</u> Reports ✓	Physician Name			Status 🕘	Step 4:
Forms 🗸	Report Role	3	2		Submission Status - Each physicia is required to submit 3 random cas reviews per reporting period.
	1.000,0000	3	0		The status bar will allow you to qui see which physicians are complair and which are missing cases still.
	Section Sector 3	1	4	_	Green bar = all cases submitted Orange bar = 2 of 3 cases submitte
			items pe	rpage: 5 💌 1-4of4 < >	Red bar = 1 of 3 cases submitted Grev bar = no cases submitted
	Please note: If any of the physician	is listed above have not perform	ned three (3) cases during this pee	r review period, please complete a Peer	
	American Ad	sociation for Accreditation of Ambulat	ory Surgery Facilities, Inc. (AAAASF) 02012	t   Privacy Policy	
Step 3: Facility Physicians - All physicians : To access a physican's peer review If there are more physicians in the I scroll through pages. If any facility physicians on staff are	record simply click on his or her na ist than are displayed there will be the	me. ne ability to			

#### Random & Sequela Table



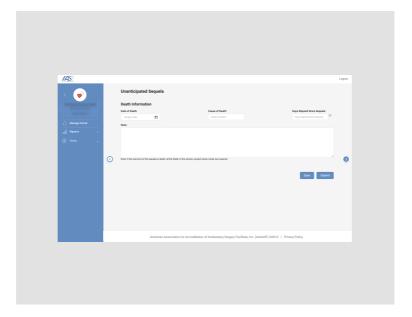
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		Procedure Information		Master			
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	and the second second	Anesthesia Informatio	on				
		Types		Provider	Duration Hours	r la Minutes	
Step 2:		700		Provider			
Adding Procedures - Procedures are listed by techincal description and CPT code.		3 Martine					
When you click in the drop down procedure line you will be able to search by procedure name. Additional procedures can be added by		Patient Care Review					
clicking " Add Row." Notes regarding the procedure can be added		Select All	O AL O AL				
under Procedure Notes.		Pathology report adequate Pre-op plan for treatment	○ Yes ○ No ○ Yes ○ No				
		Plan informed consent	⊖ Ves ⊖ No				
		Medical history Physical examination	O Yes O No O Yes O No		Step 4:		
		Laboratory reports	⊖ Yes ⊖ No	8 N/A	Patient Care Review		
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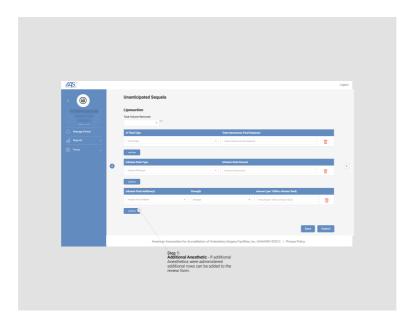
Unanticipated Sequela -Death Information



Unanticipated Sequela -Infection Information

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Step 2: samp interaction. Of boose of samp infort, the antomic location of the infection being regorded.	time by clicking "Save." Once all identified sequels outcomes have been completed the review may be completed by clicking "Submit."
Additional rows can be added as necessary.	Please note - an error message will be recieved if any required fields are not completed.
Options 1-7 give the ability to add modifiers to the location - right/left/bilateral, superficial/deep, etc.	

Unanticipated Sequela -Liposuction



Random & Sequela -Add Reviewing Physician



Random & Sequela Case Report

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Peer Review Complaince by Physician

