




# Peer Review User Guide

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

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## Login Peer Review



Welcome to AAAASF

**Step 2:**  
**Facility Administrator Email** - Enter the email address of the approved Facility Administrator.

If you are unsure of your facility administrator or would like to update the designated individual please contact the AAAASF office.

**Sign in to your Peer Review account.**

Facility ID  
123456

Facility: Santa Clara Prudential Center LLC  
Address 1: 17875 Sample Drive

Email  
facility@gmail.com

Password  
\*\*\*\*\*


[Forgot your password?](#)

**Log in**

**Step 1:**  
**Facility ID** - Enter your AAAASF facility ID.  
If you do not know your facility ID please contact the AAAASF office.

**Step 2:**  
**Password** - Enter the password associated with your facility's Peer Review Account.  
If you do not know your password click "Forgot your password?" to reset your password

## Reset Password



Welcome to AAAASF

**Send email to reset your password**


Email Address

**Send Email**

**Step 1:**  
**Enter email** - To reset your password you must enter the email address of the designated Facility Administrator. A link to reset your password will be sent to this email.

If you do not know your facility administrator or need to update this information please contact the AAAASF office.

# Reset Password



Welcome to AAAASF

### Reset Password


Submit

**Step 1:**  
**New Password** - Once you have clicked the link in the reset password email you will be brought to the Reset Password screen.  
  
Please create a new password with 8 or more characters including at least one number.

# Profile Picture & Left Menu

**Step 1:**  
**Facility Logo** - If desired you may add your facility logo to your profile.  
  
Click on the logo icon and you will be prompted to upload an image from your computer.  
  
To change the image you would follow the same steps.

**Step 4:**  
**Peer Review Forms** - Download the Physician Override, Random Case Review, and Unanticipated Sequela forms.



Peer Review Reporting Management

Welcome to the AAAASF Peer Review reporting system.  
For each reporting period, every surgeon must report three random case reviews and any unanticipated sequela.  
To maintain AAAASF accreditation, all surgeons within a facility must complete random case reviews and report all sequela for the facility to remain compliant.

Manage Period

Reports

Forms

Current Period

Deadline

Previous Periods

Step 2: Manage Period

Current Period

Deadline

Previous Periods

Step 2: Manage Period

**Step 2: Reporting** - Access your facility's compliance report to view your physicians and number of random cases reviewed and sequela.  
  
Under Case Report you will find previously submitted cases to review or use during reaccreditation surveys.

**Step 1:**  
**Upload Logo** - Click on "Please Upload Your Photo" and a file browser will automatically open in the window. Choose the correct image and click "Open." This will result in your logo populating.

**Step 2:**  
**Save Logo** - Click "Save" to add it to your profile or "Delete" to exit the image chooser.

# Peer Review Reporting Management

**Peer Review Reporting Management**

Welcome to the AAAASF Peer Review reporting system. For each reporting period, each surgeon must report six random reviews and all anticipated sequelae. To maintain the accreditation, all surgeons must be compliant.

**Current Period:** 2018 Period 3  
**Deadline:** January 1 - March 31, 2019

**Previous Periods:**  
2018 Period 2: April 1 - June 30, 2019  
2018 Period 1: July 1 - September 2019

**Step 1: Manage Current Period** - This will open the current reporting period.

**Step 2: Manage Period** - This will open the corresponding period that has passed. From here you will be able to view or print previously submitted cases and sequelae and enter any sequelae that occurred during this period.

**Step 3: Manage Period** - This will open the corresponding period that has passed. From here you will be able to view or print previously submitted cases and sequelae and enter any sequelae that occurred during this period.

Log Out

Manage Period  
Reports  
Forms

Compliance Report  
Case Report  
Overdue Form  
Random Case Review  
Unsubmitted Sequelae

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## Peer Review Period

**Peer Review Period**

Reporting Period: Period 2 (April 1, 2019 - June 30, 2019)

Total # of Surgeries: 10

Status: Compliant: 3 / NonCompliant: 1

Search for physician

Physician Name	Random Submissions	Sequelae Submissions	Status
Dr. John Smith	3	2	Green bar
Dr. Jane Doe	3	0	Green bar
Dr. Phil Smith	3	0	Orange bar
Dr. John Smith	1	4	Red bar

Items per page: 5 | 1 of 4

Please note: If any of the physicians listed above have not performed three (3) cases during this peer review period, please complete a Peer

**Step 1: Total Number of Surgeries** - The total number of surgeries or procedures completed by the facility will need to be entered by the end of the submission period.

**Step 2: Search for Physician** - If your facility has a large number of physicians you will be able to search by physician name. This will result in only the physicians that meet the search criteria to be listed on this list.

**Step 3: Facility Physicians** - All physicians associated with the facility will be listed this table. To access a physician's peer review record simply click on his or her name. If there are more physicians in the list than are displayed there will be the ability to scroll through pages. If any facility physicians on staff are not listed here please contact the AAAASF office.

**Step 4: Submission Status** - Each physician is required to submit 3 random case reviews per reporting period. The status bar will allow you to quickly see which physicians are compliant and which are missing cases still. Green bar = all cases submitted  
Orange bar = 2 of 3 cases submitted  
Red bar = 1 of 3 cases submitted  
Grey bar = no cases submitted

Log Out

Manage Period  
Reports  
Forms

Compliance Report  
Case Report  
Overdue Form  
Random Case Review  
Unsubmitted Sequelae

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# Random & Sequela Table

**Peer Review Period**  
 Reporting Period: Period 2 (Jan 1, 2019 - June 30, 2019)  
 Physician: Arthur Wilkins Perry  
 Surgery Facility: Perry Plastic Surgery Center  
 Status: 0/0 Open

**Random Review**

Case ID	Physician	Reviewing Physician	Case Date	Facility	Status	Actions
10	Arthur Wilkins Perry	Michael Wilkins Perry	Jan 24, 2019	Perry Plastic Surgery Center	Complete	PDF
11	Arthur Wilkins Perry	Michael Wilkins Perry	Jan 24, 2019	Perry Plastic Surgery Center	Incomplete	PDF
12	Arthur Wilkins Perry	Michael Wilkins Perry	Jan 24, 2019	Perry Plastic Surgery Center	Complete	PDF

Unanticipated Sequela

Case ID	Physician	Reviewing Physician	Case Date	Facility	Status	Actions
4	Arthur Wilkins Perry	Michael Wilkins Perry	Jan 24, 2019	Perry Plastic Surgery Center	Complete	PDF
5	Arthur Wilkins Perry	Michael Wilkins Perry	Jan 24, 2019	Perry Plastic Surgery Center	Incomplete	PDF
7	Arthur Wilkins Perry	Michael Wilkins Perry	Mar 31, 2019	Perry Plastic Surgery Center	Complete	PDF

Buttons: Add Random Case, Add Sequela Review

**Step 1:**  
**Add Random Case** - To submit a new Random Case Review for a physician click "Add Random Case."

All previously submitted cases will be listed here. Case reviews forms that are fully filled out and submitted will be listed as Complete.

Case review forms that were started but not finished will be listed as Incomplete. Incomplete Random Case Reviews must be completed by the end of the reporting period.

**Step 2:**  
**Add Sequela Review** - To submit a new Sequela Review for a physician click "Add Sequela Review." All previously submitted sequela will be listed as Complete.

Sequela reviews forms that are fully filled out and submitted will be listed as Complete. Sequela review forms that were started but not finished will be listed as Incomplete. Sequela reviews may be added to the corresponding period at any time.

**Random Review**

Reporting Period: Period 2 (Jan 1, 2019 - June 30, 2019)  
 Surgeon: Arthur Wilkins Perry  
 Surgery Facility: Perry Plastic Surgery Center  
 Submission Status: Complete

Reviewing Date: Jan 24, 2019  
 Reviewed By: Michael Wilkins Perry

**Patient Information**

Patient Initials: AW  
 Gender: Male  
 Height: 5'10"  
 Weight: 150 lbs  
 Patient Age: 58  
 Ethnicity: Hispanic or Latino

**Procedure Information**

Surgery Date: Jan 24, 2019  
 Duration in Hours: 0  
 Minutes: 0

Buttons: Add Random Case, Add Sequela Review

**Step 1:**  
**Submitted Random Case Review Forms** - To view completed random case reviews click on the eye icon.

**Step 2:**  
**Submitted Random Case Review Forms** - A pop-up window will appear with the submitted information. To save or print a copy of the completed form click the PDF icon in the upper right corner.

**Unanticipated Sequela**

Reporting Period: Period 2 (Jan 1, 2019 - June 30, 2019)  
 Surgeon: Arthur Wilkins Perry  
 Surgery Facility: Perry Plastic Surgery Center  
 Submission Status: Complete

Reviewing Date: Jan 24, 2019  
 Reviewed By: Michael Wilkins Perry

**Patient Information**

Patient Initials: AW  
 Gender: Male  
 Height: 5'10"  
 Weight: 150 lbs  
 Patient Age: 58  
 Ethnicity: Hispanic or Latino

**Procedure Information**

Surgery Date: Jan 24, 2019  
 Duration in Hours: 0  
 Minutes: 0

Buttons: Add Random Case, Add Sequela Review

**Step 1:**  
**Submitted Sequela Forms** - To view completed sequela reviews click on the eye icon.

**Step 2:**  
**Submitted Sequela Forms** - A pop-up window will appear with the submitted information. To save or print a copy of the completed form click the PDF icon in the upper right corner.

## Random Review

**Step 2:**  
**Adding Procedures** - Procedures are listed by technical description and CPT code.

When you click in the drop down procedure line you will be able to search by procedure name. Additional procedures can be added by clicking "Add Row." Notes regarding the procedure can be added under Procedure Notes.

**Step 2:**  
**Anesthesia Information** - The type of anesthesia and the anesthesia provider type can be selected through the drop down lists.

Be sure to include the duration of the anesthesia.

**Random Review**

Reporting Physician: Random Review

Physician: Daymond, Susan

Surgery Facility: Salem County Correctional Center LLC

Status: 2/17/2021

**Case Review Information**

Reviewing Physician: Case Review Date

Reviewing Physician: Add Reviewing Physician

**Patient Information**

Patient Initials	Patient Age	Height Type	Height Unit	Height Inches
<span style="border: 1px solid #ccc; padding: 2px;">Patient Initials</span>	<span style="border: 1px solid #ccc; padding: 2px;">Patient Age</span>	<span style="border: 1px solid #ccc; padding: 2px;">Height Type</span>	<span style="border: 1px solid #ccc; padding: 2px;">Height Unit</span>	<span style="border: 1px solid #ccc; padding: 2px;">Height Inches</span>
Gender	Ethnicity	Weight Type	Weight Unit	Weight Pounds
<span style="border: 1px solid #ccc; padding: 2px;">Gender</span>	<span style="border: 1px solid #ccc; padding: 2px;">Ethnicity</span>	<span style="border: 1px solid #ccc; padding: 2px;">Weight Type</span>	<span style="border: 1px solid #ccc; padding: 2px;">Weight Unit</span>	<span style="border: 1px solid #ccc; padding: 2px;">Weight Pounds</span>

**Procedure Information**

Procedure Date: Procedure Date

Duration in Hours: 0 Minutes: 0

Procedure List: Procedure Notes

Add Row

**Anesthesia Information**

Type	Provider	Duration of Anesthesia	Minutes
<span style="border: 1px solid #ccc; padding: 2px;">Type</span>	<span style="border: 1px solid #ccc; padding: 2px;">Provider</span>	<span style="border: 1px solid #ccc; padding: 2px;">0</span>	<span style="border: 1px solid #ccc; padding: 2px;">0</span>

Add Row

**Step 4:**  
**Patient Care Review** - Simply click the corresponding button for each area reviewed.

For ease clicking "All" above Yes, No, or N/A will select all buttons in that column.

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## Unanticipated Sequela

[illegible]

# Unanticipated Sequela - Death Information

45

Unanticipated Sequela

Logout

Unanticipated Sequela

Death Information

Date of Death

Cause of Death

Days Elapsed Since Sequela

Save

Submit

# Unanticipated Sequela - Infection Information

45

Unanticipated Sequela

Logout

Unanticipated Sequela

Infection Information

Anatomic Location

Option 1

Option 2

Option 3

Option 4

Option 5

Option 6

Option 7

Culture Result

Antibiotic Therapy

Wound Management

Other therapy (Leave blank if not applicable)

Save

Submit

Select Anatomic

Anatomic Location

Level

Option 1

Option 2

Option 3

Option 4

Step 1: Save/Submit - The progress of the form may be saved to finish at a later time by clicking "Save".

Once all identified sequela outcomes have been completed the review may be completed by clicking "Submit".

Please note - an error message will be received if any required fields are not completed.

Step 2: Anatomic Location - Choose, or search for, the anatomic location of the infection being reported.

Additional rows can be added as necessary.

Options 1-7 give the ability to add modifiers to the location - right/left/bilateral, superficial/deep, etc.

**Unanticipated Sequela**

**Liposuction**

Total Volume removed 1000 cc

In Fluid Type	Total Intravenous Fluid Required
In Fluid type	Total Intravenous Fluid required

Infusion Fluid Type	Infusion Fluid Amount
Infusion Fluid type	Infusion fluid amount

Infusion Fluid Additive	Strength	Amount per 1000cc Infusion Fluid
Infusion Fluid Additive	Strength	Amount per 1000cc Infusion Fluid

Save Submit

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## Random & Sequela - Add Reviewing Physician

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Manage Patient, Reports, and Forms. The main content area is titled 'Unpublished Sequela' and contains a 'Reporting Period' (Period 2 | Sep 1, 2018 - Jun 30, 2019), a 'Case Review Information' section, and a 'Submission Status' section. The 'Case Review Information' section includes a 'Revising Physician' dropdown menu and a 'Case Review Information' table with columns for 'Outcome' and 'Status'. The 'Outcome' column has a 'Death occurred' checkbox, and the 'Status' column has a 'Patient hospitalized' checkbox. The 'Submission Status' section shows a 'Submitted' status with a 'Resubmit' button. A modal form titled 'Add Reviewing Physician' is open, allowing the user to add a new reviewing physician. The modal form has fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Credentials', 'Medical License Number', 'State/Country', and 'Inactive' (a toggle switch). There are also 'Random Reviewer' and 'Sequela Reviewer' checkboxes. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

To add a reviewing physician you must include the physician's name, credentials, Medical License Number, and the issuing state or country.

Please note - the state of California requires that reviewing physicians be of like specialty. E.g. Plastic surgeons must review plastic surgeons.



# Random & Sequela Case Report

**Random & Sequela Case Report**

Physician: Arthur William Perry | Period: 2 | Year: 2019 | Case Type: Random Review | Status: Complete | Incomplete

Physician #	Reviewing Physician #	Random Case #	Sequela Case #	Period/Year #	Status
Arthur William Perry	Arthur William Perry	101	-	2/2019	Complete
Arthur William Perry	Arthur William Perry	102	-	2/2019	Incomplete
Arthur William Perry	Arthur William Perry	103	-	2/2019	Complete
Arthur William Perry	Arthur William Perry	104	-	2/2019	Complete
Arthur William Perry	Arthur William Perry	105	-	2/2019	Incomplete
Arthur William Perry	Arthur William Perry	106	-	2/2019	Complete

Total Random Cases: 2/3 | Facility Status: Open

Export to Excel

Step 1:  
Random & Sequela Case Report - Run this report to see the physicians associated with the facility and the number of peer review cases submitted out of the necessary 3 per quarter.

Step 2:  
Random & Sequela Case Report - Export physician compliance report to Excel for ease of sharing with staff and record keeping.

# Peer Review Compliance by Physician

**Peer Review Compliance by Physician**

Physician: Arthur William Perry | Case Type: Random Review | Status: Complete | Open

Physician #	Random Cases #	Sequela Cases #	Period/Year #	Status
Arthur William Perry	2	2	2/2019	Open

Total Random Cases: 2/3 | Facility Status: Open

Export to Excel

Step 1:  
Random & Sequela Case Report - Run this report to see the individual physician's peer review cases and sequelae submitted by period.

Step 2:  
Random & Sequela Case Report - Export the physician's compliance report to Excel