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Patient Safety Data Reporting FAQs

Why has Patient Safety Data Reporting changed?

Through the years, AAAASF staff have received feedback from facilities that they find it difficult to hold onto a case for reporting until the end of the period. Many times, facilities would forget to report unanticipated sequelae that occurred in the beginning of a period.

The new Patient Safety Data Reporting system not only accommodates this request but also has an intuitive functionality and design allowing facilities to easily enter random cases and sequelae in real-time. The change to quarterly reporting with year-round access allows facilities the flexibility of submitting their cases and sequelae when it is most convenient for them during the submission period. Facilities will now be able to submit sequelae at any time, even after the reporting period has closed.

Physicians will still be required to submit 12 random cases during a year – AAAASF still requires reporting on the first case from each month. Instead of two, six-month submission windows where 6 cases per physician are submitted there will be four, quarterly submission windows with 3 cases per physician are submitted.

Facilities will be able to run reports for their physicians to ensure compliance within a submission period and view past cases and sequelae. The ability to report sequelae as they happen will also allow AAAASF to monitor adverse event trends that could negatively impact patient safety.

What is Patient Safety Data Reporting?

AAAASF's patient safety data reporting system, as required by AAAASF's standards, requires online reporting every three (3) months. This online reporting includes the submission of three (3) random cases for each surgeon/proceduralist and all unanticipated sequelae. The reported cases for each surgeon/proceduralist must include the first case done by each surgeon/proceduralist per month during the reporting period for a total of three (3) cases, plus all unanticipated sequelae. If a surgeon/proceduralist has not performed at least one (1) case per month, cases from other months in the period may be selected for a total of three (3) reported cases per period. AAAASF understands that unanticipated sequelae may occur at any time and has built the new reporting system to allow for unanticipated sequelae to be entered at any time.

When does Patient Safety Data Reporting need to be completed?

Patient Safety Data Reporting is reported quarterly through the online portal. The online portal is available throughout the year allowing physicians to report their cases at any time during the period during which they occurred. Late case submissions will be assessed a \$100 late fee per physician.

Unanticipated Sequelae may be reported at any time through the online portal.

When you have logged into the online portal you will be able to choose the period that corresponds to the case you are reporting:

Period I runs from January 1st through March 31st

Period II runs from April 1st through June 30th

Period III runs from July 1st through September 30th

Period IV runs from October 1st through December 31st

Beginning with Period II, 2020 the transitional reporting period allowances we have made for 2019 will end and the permanent schedule will become effective.

Period I 2020: Reporting for cases occurring January 1, 2020 to March 30, 2020

Extension deadline: April 30, 2020

Probation begins: May 1, 2020

Period II 2020: Reporting for cases occurring April 1, 2020 to June 30, 2020

Extension deadline: July 5, 2020

Probation begins: July 6, 2020

Period III 2020: Reporting for cases occurring July 1, 2020 to September 30, 2020

Extension deadline: October 5, 2020

Probation begins: October 6, 2020

Period IV 2020: Reporting for cases occurring October 1, 2020 to December 31, 2020

Extension deadline: January 5, 2021

Probation begins: January 6, 2021

Period I 2021: Reporting for cases occurring January 1, 2021 to March 30, 2021

Extension deadline: April 5, 2021

Probation begins: April 6, 2021

Do we have to report Patient Safety Data online?

Yes, Patient Safety Data Reporting must be reported on-line through the AAAASF Patient Safety Data Reporting online portal.

What is an Unanticipated Sequela?

An Unanticipated Sequela is anything unplanned that occurs immediately, or at most within 30 days of a procedure such as (but not limited to) unplanned hospital admission, allergic reaction to medication, incorrect needle or sponge count, patient or family complaint, infection, etc. (See standards for full list of reportable events.) All Unanticipated Sequelae must be reported through the Patient Safety Data Reporting system.

Where are the Random Review Forms and Unanticipated Sequelae Forms located?

The Random Review Form and Unanticipated Sequela Form are available as PDFs on the [AAAASF website](#) and through the Patient Safety Data Reporting online portal.

Where do I find my User ID and Password?

The Facility Administrator's User ID and Password should be used to gain access to the website to enter Peer Review. If you are having trouble logging in or have forgotten your User ID you may follow the online prompts to recover your login information or you can contact AAAASF at 224-643-7704. If you have forgotten your password, you may follow the online prompts to reset your password through the online portal.

Please note:

If a surgeon/proceduralist using the facility has performed fewer than three cases during a reporting period, that information must be reported to the AAAASF office using the [Patient Safety Data Reporting Physician Exemption Form](#). All the surgeon/proceduralist's other cases during that period must be reported.

For example, if the surgeon only performed two cases during the period you should review and report those two cases online and notify AAAASF by using the [Patient Safety Data Reporting Physician Exemption Form](#) that can be accessed on-line. The notifications may be e-mailed to helpdesk@aaaasf.org or faxed to 847-589-6425.

If a surgeon/proceduralist is no longer with your facility but has performed cases during a period, these cases (up to three during a quarter) and any unanticipated sequelae must be reported through the Patient Safety Data Reporting system.

Prior to reporting for each period, make sure to review the list of physicians provided. Please contact AAAASF if you note discrepancies of surgeons/proceduralists immediately as this will impact your facility's reporting of Patient Safety Data Reporting.