



# Peer Review User Guide

*Note as of July 2, 2021:*

As of December 6, 2019, AAAASF's reporting process previously known as Peer Review was renamed Patient Safety Data Reporting (PSDR). Any mention of Peer Review in this document is now PSDR in the live system.

Effective September 1, 2021, "unanticipated sequela" will be changed to "adverse event". Any mention of unanticipated sequela in this document will be adverse event in the live PSDR system as of 9/1/21.

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

## Table of Contents

Login Peer Review	3
Reset Password	4
Reset Password	5
Profile Picture & Left Menu	6
Peer Review Reporting Management	8
Peer Review Period	9
Random & Sequela Table	10
Random Review	11
Unanticipated Sequela	12
Unanticipated Sequela - Hospitalization Information	13
Unanticipated Sequela - Death Information	14
Unanticipated Sequela - Infection Information	15
Unanticipated Sequela - Liposuction	16
Random & Sequela -Add Reviewing Physician	17

# Login Peer Review

The screenshot shows the AAAASF Peer Review login interface. On the left, the AAAASF logo is displayed above the text "Welcome to AAAASF". On the right, the "Sign in to your Peer Review account." form includes fields for Facility ID, Facility Name, Address, Email, and Password, along with a "Log in" button and a "Forgot your password?" link. Three numbered callouts provide instructions: Step 1 points to the Facility ID field, Step 2 points to the Email field, and Step 3 points to the Password field.

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

**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.

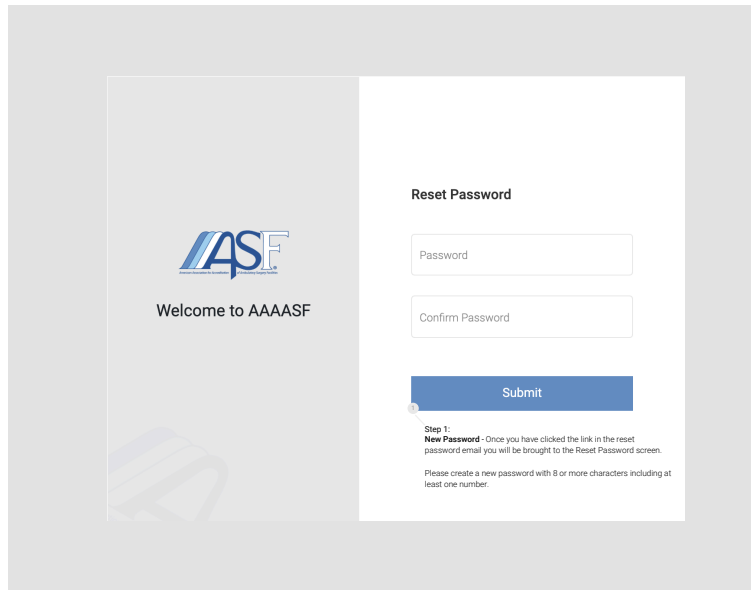
**Step 3:** Password - Enter the password associated with your facility's Peer Review Account. If you do not know your password click "Forgot your password?" to reset your password.

# Reset Password

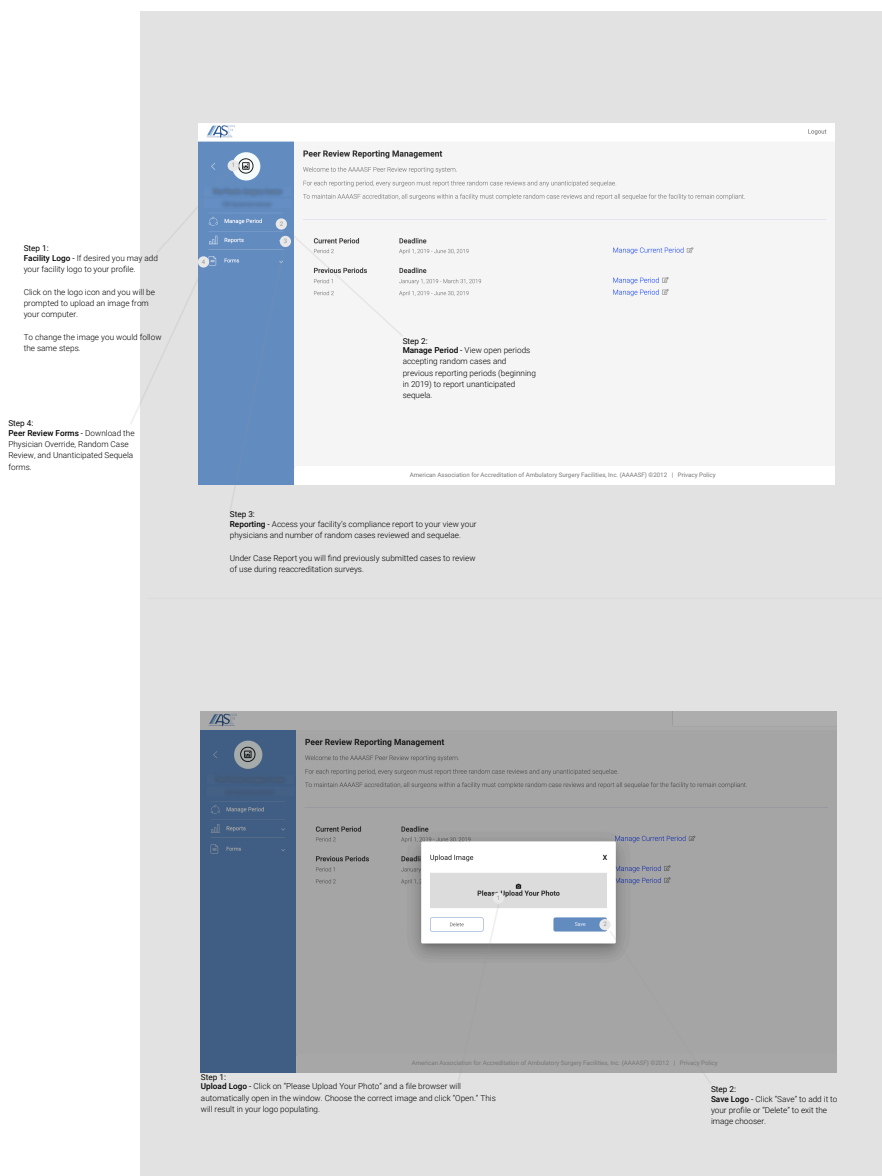
The screenshot shows the AAAASF Peer Review reset password interface. On the left, the AAAASF logo is displayed above the text "Welcome to AAAASF". On the right, the "Send email to reset your password" form includes an "Email Address" input field and a "Send Email" button. A callout labeled "Step 1" provides instructions on how to use the form.

**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



# Profile Picture & Left Menu



# 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 unanticipated 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  
Deadline: April 1 - June 30, 2019  
2018 Period 1  
Deadline: 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.

American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) ©2012 | Privacy Policy

# 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. [Name]	3	2	Green bar
Dr. [Name]	3	0	Green bar
Dr. [Name]	3	0	Orange bar
Dr. [Name]	1	4	Red bar

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

**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 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 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

**Step 3: Facility Physicians** - All physicians associated with the facility will be listed in 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.

American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) ©2012 | Privacy Policy

# Random & Sequela Table

The screenshot displays the 'Peer Review Period' interface for the reporting period of June 1, 2019, to June 30, 2019. It features two main tables: 'Random Review' and 'Unanticipated Sequela'. Each table lists cases with columns for Case ID, Physician, Reporting Physician, Case Date, Facility, Status, and Actions. The 'Random Review' table shows cases 10, 11, and 12, all with a 'Complete' status. The 'Unanticipated Sequela' table shows cases 4, 5, and 7, also with a 'Complete' status. A sidebar on the left contains navigation options like 'Manage Period', 'Reports', and 'Forms'. A footer at the bottom identifies the organization as the American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) ©2012, with a Privacy Policy link.

**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 review 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 here.

Sequela review 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.

This screenshot shows a detailed 'Random Review' form pop-up window. It includes fields for 'Reporting Period' (June 01, 2019 - June 30, 2019), 'Surgeon' (Arthur Henry), and 'Surgery Facility' (Perry Plastic Surgery Center). The 'Submission Status' is 'Complete'. The form is divided into sections: 'Patient Information' (Name: ER, Gender: Male, Height: 5'10", Weight: 155 lb), 'Patient Age' (58), 'Patient Ethnicity' (Hispanic or Latino), and 'Procedure Information' (Surgery Date: June 23, 2019, Duration in Hours: 0, Minutes: 0). A PDF icon in the top right corner of the form indicates that a copy of the completed form can be saved or printed.

**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.

This screenshot shows a detailed 'Unanticipated Sequela' form pop-up window. It includes fields for 'Reporting Period' (June 01, 2019 - June 30, 2019), 'Surgeon' (Arthur Henry), and 'Surgery Facility' (Perry Plastic Surgery Center). The 'Submission Status' is 'Complete'. The form is divided into sections: 'Patient Information' (Name: ER, Gender: Male, Height: 5'10", Weight: 155 lb), 'Patient Age' (58), 'Patient Ethnicity' (Hispanic or Latino), and 'Procedure Information' (Surgery Date: June 19, 2019, Duration in Hours: 0, Minutes: 0). A PDF icon in the top right corner of the form indicates that a copy of the completed form can be saved or printed.

**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 1: Add Reviewing Physician** - If the reviewing physician of a case was not available under the current, searchable, list of reviewing physicians he or she may be added. See Add Reviewing Physician for more information.

**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 3: 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.

**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.

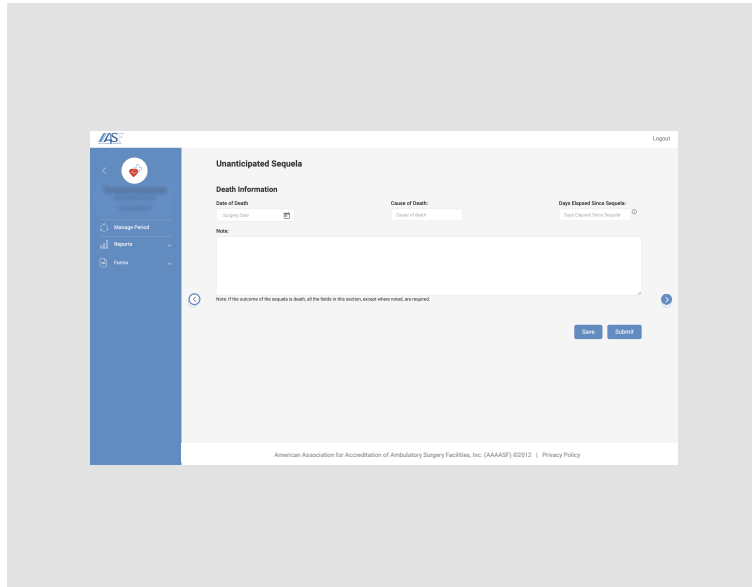
# Unanticipated Sequela

**Step 1: Add Reviewing Physician** - If the reviewing physician of a sequela was not available under the current, searchable, list of reviewing physicians he or she may be added. See Add Reviewing Physicians for more information.

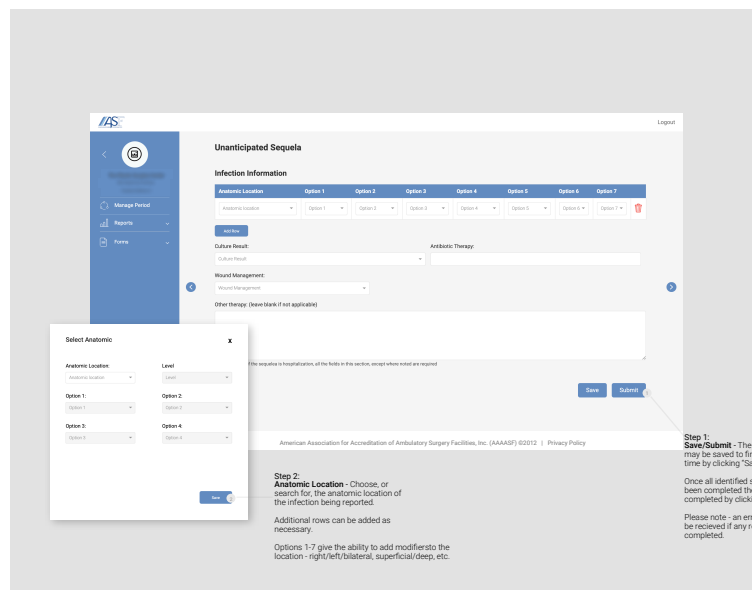
**Step 2: Outcomes** - Click the corresponding boxes for outcomes related to the sequela. You will only be required to fill out information related to the outcomes selected.

**Step 3: Sequela Information** - Choose the sequela type from the drop down list or type in the sequela information to search by type. Enter the location of the event (recovery room, pre-op, home, etc.) and sequela outcome. Add additional notes regarding the sequela as necessary.

# Unanticipated Sequela - Death Information



# Unanticipated Sequela - Infection Information



# Unanticipated Sequela - Liposuction

**Step 1: Additional Anesthetic** - If additional Anesthetics were administered, additional rows can be added to the review form.

# Random & Sequela - Add Reviewing Physician

**Step 1: Adding a Reviewing Physician** - Any active or retired physician may be added as a reviewing physician as long as he or she has an Active MD, DO, DDS or DMD license.

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: Unarticulated Sequela | Complete: 2 | Incomplete: 1

Physician #	Reviewing Physician #	Random Case #	Sequela Case #	Period/Year #	Status #
0000000000	0000000000	000	-	2/2019	Complete
0000000000	0000000000	000	-	2/2019	Incomplete
0000000000	0000000000	000	-	2/2019	Complete
0000000000	0000000000	-	000	2/2019	Incomplete
0000000000	0000000000	-	000	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: 1

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 sequela submitted by period.

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