



IAC Accreditation Checklist for Cardiac Electrophysiology

A guide to applying for IAC Cardiac Electrophysiology accreditation.

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Step 1: Getting Started

Review the *IAC Standards and Guidelines for Cardiac Electrophysiology Accreditation*

The *Standards* are the basis for the IAC Cardiac Electrophysiology accreditation program and can be downloaded at www.intersocietal.org/ep/seeking/cardiacep_standards.htm.

Perform a Thorough Facility Self-Assessment

Prior to completing the online application, facilities should ensure policies, protocols, images and final reports comply with the *IAC Standards*.

Create or Access Existing IAC Online Accreditation Account

To apply for IAC accreditation, login to your existing account (iaconlineaccreditation.org) or create a new IAC Online Accreditation account. To learn more about accessing or creating an Online Accreditation account, please visit iaconlineaccreditation.org/webdriver/AcctAssistance.aspx.

For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation (www.intersocietal.org/QuickFill) feature retains previous application data (answers and attachments) and copies the information into your reaccreditation application, making reaccreditation easier than ever.

Step 2: Gather Information for Submission

- Facility Procedure Log** – The facility must submit a log of all patients seen in the facility for cardiac electrophysiology procedures. The data for this log can come from appointment scheduling reports or compiled into our [sample log](#)» The information in the log MUST include the following: patient id, patient date of birth, indication for the procedure, procedure type, date of procedure, operator, department or specialty of operator and procedure complications. Pre- and post-procedure patient assessment, outcomes of the procedure and complications are optional.

- If the facility performs at least 100 procedures over 12 months the IAC will request a procedure log from the previous two months, or more, to meet the minimum requirement of the most recent 30 consecutive cases for each testing section listed in the application.
- If the facility performs fewer than 100 procedures over 12 months but at least one operator has performed at least 50, the IAC will request the procedure log from the previous three months, or more, to meet the minimum requirement of the most recent 30 consecutive cases. (If applying in Chronic Lead Extraction, please add the most recent five consecutive cases.)

- Staff Information** – Enter only staff members who perform the following cardiac electrophysiology procedures in the online application: testing and ablation; device implantation and/or chronic lead extraction.

Comment: Documentation of all staff training and experience must be kept on file and available for review upon request, audit or site visit.

- Protocols** (All procedures that are performed outlining what is done pre, during and post-procedure):

- Cardiac EP Testing and Ablation*
- Device Implantation
- Left Atrial Appendage Occlusion (LAAO)*

- Chronic Lead Extraction*

**Not applicable when applying for Device Implantation only*

Quality Improvement Policy

Quality Improvement Meeting Minutes

PLEASE NOTE: Other documentation (policies, protocols, licenses, etc.) **MUST BE KEPT ON FILE** for review at the time of the site visit. For a complete list of what will be reviewed during the site visit, download the Site Visit Checklist at www.intersocietal.org/ep/seeking/sample_documents.htm»

Step 3: Complete Online Application

IAC Online Accreditation has two major aspects: an account profile and an application questionnaire. After completing required fields and sections of the account profile (Manage Staff, Manage Sites and Manage Equipment), proceed to the questionnaire by clicking the *Applications* tab.

It is within the questionnaire that applicant facilities will provide detailed information about the facility and upload the supporting documentation. For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation feature retains and copies previous application data into your reaccreditation application.

Step 4: Submitting the Application

Once you have completed the appropriate sections of the Account Profile, the accreditation questionnaire and required uploads, you will submit your facility's application using the submit button indicated. After submission, the application is locked and becomes your final application submission. A read-only copy of the submitted application questionnaire is accessible by using the Applications link (click on Online Application Tools icon) in your Online Accreditation account.

First-Time Applicants – The Medical Director(s) identified in the application will be notified within 10 days that the application and log were received, and which procedures have been selected for submission. Case study information must be entered into the online application questionnaire.

Reaccreditation Applicants: Case study information must be entered into the online application questionnaire.

Facilities will have three days to submit the selected case study documentation and fee* (if paid by check).

**The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at www.intersocietal.org/ep/seeking/fees.htm.*

Step 5: Case Study / Supporting Documentation Submission & Review

Case Study Supporting Documentation

Once the application is submitted via the Online Accreditation account, four cases from the submitted procedure log will be randomly selected by the IAC for review if the facility is applying in Device Implantation only. If the facility is applying in Device Implantation + Testing and Ablation, the IAC will randomly select two Device Implantation and two Testing and Ablation cases from the submitted procedure log. If the facility also applies in Chronic Lead Extraction, an additional case will be selected from the log. For Left Atrial Appendage Occlusion (LAAO) Procedures: The IAC will randomly select two cases for which case documentation and imaging will be required. Imaging must include pre-, intra- and post-intervention imaging performed during the procedure.

The Medical Director, Nurse Manager and Technical Manager identified in the application will be notified that the application was received and which procedures have been selected for submission.

Once your facility has been notified by the IAC of which cases have been selected, the case study documentation listed below must be uploaded to the Online Accreditation account within 30 days.

- Cardiovascular assessment pre-procedure documentation
- Cardiovascular assessment post-procedure documentation
- Pre-procedural 12 lead ECG
- Documentation of post-procedural rhythm
- Patient history and physical documentation
- Nurse monitoring report during the procedure
- Anesthesia monitoring report during the procedure
- When appropriate, most recent pertinent reports from prior Cardiac Electrophysiology testing
- Cardiac Electrophysiology procedure report
- Discharge instructions

Upload Supporting Documentation

- Log into the [Online Accreditation account](#).
- Proceed to the Applications tab and scroll to the applicable application.
- Beneath the application there will be a 'Case Information' section listing all required case studies; click the [Start] button to the left of each case study to begin uploading the required documentation.
- First Time Applicants:** To upload images online, please e-mail Frank Vermeiren (fvermeiren@intersocietal.org) for instructions. **OR** Mail to the IAC office via a traceable carrier (i.e., UPS, FedEx). It is required that all case study images be sent in a single shipment. Mail to: IAC Cardiac Electrophysiology, 6021 University Blvd., Suite 500, Ellicott City, MD 21043.

Case Study Review Process

Once the case study documentation has been received in the IAC office, the IAC Cardiac Electrophysiology staff will continue the review process and evaluate the submitted case studies.

Step 6: After You Submit

- Upon submission of the application and case studies the IAC will begin the internal review process. The internal review, peer review and board review are conducted prior to a decision being rendered.
- The application review process takes approximately 8 to 10 weeks* to complete. The accreditation decision will be provided to the facility via a notification letter that may be downloaded from the Online Accreditation account.

**For expedited applications, ensure that the case study images are received by the IAC within two business days after final submission of the application.*

Quick Links

- Sample Documents (www.intersocietal.org/ep/seeking/sample_documents.htm)
- Upcoming Webinars (www.intersocietal.org/ep/main/upcoming_events.htm)
- On Demand Webcasts (www.intersocietal.org/ep/main/on_demand.htm)
- Frequently Asked Questions (www.intersocietal.org/ep/main/FAQ.htm)
- CME Resources (www.intersocietal.org/ep/main/cme_resources.htm)
- Quality Improvement (QI) Self-Assessment Tool (www.intersocietal.org/QITool)

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