**Prior to the site visit**

Administrative updates to the portal and documentation to be submitted by the date of the site visit or shortly thereafter include:

Verify/update all staff listed in your portal account.

*Please make sure the name that is listed on the portal matches what is shown on each individual’s certification and/or licensure.*

Verify/update all equipment listed in your portal account.

**Day of Site Visit**

Tour:

The tour will consist of the following for each of the procedure rooms and equipment storage areas.

Storage Area(s):

Proper storage of supplies

Access to emergency trays

Program to document soon to expire materials

Procedure Room(s):

Absence of ambient PHI (monitors, counter tops, reporting terminals)

Presence of emergency equipment to include defibrillator check and medication logs

Room safety (set up, cables, clean and clear surfaces, etc.)

Equipment safety

Proper use and storage of personal radiation monitoring devices

Personal Protection Equipment (PPE) (Lead Aprons):

System to inspect lead and to remove/replace if needed

Case Observation(s):

The following documentation will be reviewed:

Patient medical records:

History and Physical (H&P)

Procedure consent form

# **Administrative review may include one or more of the following:**

Registry report(s) (executive summaries)

Physician Procedural Report(s), if applicable

Procedural Documentation, if applicable

QI Policy, if applicable

QI Meeting Minutes, if applicable

Equipment maintenance documentation (Date of last PM and indication of pass/fail) for all

equipment listed in your portal account

Physicist Report(s) for all fluoroscopy equipment

**Please Note:**

Additional documentation may be requested and submitted prior to the site visit or shortly thereafter.

On-site review of procedural documentation is based on the suggestions for improvement as stated in the decision letter. A review of the initial decision letter and application reviewer findings (ARF) should be reviewed prior to the site visit.