**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.