**Prior to the site visit**

The following documentation must be submitted via the facility’s IAC Portal account prior to the visit:

Patient medical records:

History and Physical (H&P)

Procedure consent form (must include consent for live streaming)

Organizational documents:

A list of all staff members and their credentials who are assisting with the scheduled procedure(s).

Additional administrative updates to the portal and documentation to be submitted by the date of the virtual 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 Virtual Site Visit**

Virtual 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

# **Administrative Documentation 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:**

Documentation should be submitted prior to the virtual site visit or shortly thereafter.

Requested procedural documentation is based on the suggestions for improvement as stated in the decision letter. The requested elements will be clearly stated in an email prior to the site visit.