

Items That May Be Requested During An RHC Clinic Survey



Monthly & yearly patient encounters/visits	List of all key personnel - to include medical director, allied health professionals and other staff providing patient care (indicate name/title/date of hire)
Fiscal year end date	
Fiscal intermediary/MAC	Personal records as requested
Hours of operation	Training and continuing education checklist
Hours that the physician assistant and/or nurse practitioner are working in the RHC	Copies of all professional licenses
Name of person responsible for clinic operation	Written job descriptions signed and dated
Name of person responsible for medical direction of RHC	Emergency preparedness training and testing records
Person responsible for maintaining clinical records	New hire checklist
Policies and Procedures - Only those requested	Education to staff related to process improvements identified the 50 or 5% chart reviews and evidence that this was discussed in the RHC program review
Review staff calling log with 2 forms of contact information	
Staff schedules - prior 3 months	RHC program review and minutes
Patient schedule to include: Date of visit, Patient's Name, Purpose of the visit, Physician or Mid- level furnishing the office visit	Signature sheet of those that attended the policy review meeting to include at minimum: RHC medical director, mid-level of RHC and an outside practitioner.
Organizational Chart	Mid-level chart reviews by the supervising physician
Clinic Floor Plan	Physician to physician chart reviews
Description of services provided by the RHC	List of equipment in the RHC with dates of maintenance
Waivers (if any) If you do not have an Mid-level practitioner for 50% of the time the clinic is open.	Review logs such as temperature check - policy of handling temperature fluctuations
May need copies of consent to treat, privacy notice, vaccine consent, release of information, surgical consents.	CLIA Certificate posted
	Post floor plans to include exit routes and tornado safe areas designated