

**Site-Reviewer Perspective:
Dos and Don'ts**

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Disclosures

- Nothing to Disclose

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General recommendations

- Communication
 - PRIMARY CONTACT
- Answer emails

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Before site-visit

- Confirm the agenda
- Block schedules
- Complete all parts of PRQ

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Virtual

- Consider "test-run"
- Individual screens work better than large conference rooms
- Program is the "host"
 - Coordinate number of invites for the day

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Cancer Committee Minutes

- Repeating the wording of the Standards
- Too little information
- Too much information

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Cancer Committee Minutes

- Attachments and Reports
 - Imbedded links/reports do not remain active when uploaded
 - Reports that were "presented" or "reviewed"

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Templates

- Fill out completely
- Do not alter the configuration of the template
- Must be indicative of the cancer committee minutes
 - Discussion

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Chart Review

- Clear communication from site-reviewer
- Upload accurate cases logs
- Review the information requested
- Have all the information available

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Chart Review

- How the Protected Health Information is viewed
 - DO NO UPLOAD CHARTS INTO THE DOCUMENTS SECTION OF PRQ
 - Know options for secure viewing

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SUMMATION/After Site-visit

- Ask questions
- Clearly know what is expected in the next three days
- "New" information/reports
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Key Takeaways

- Communication with the site-reviewer is key
- Cancer committee minutes remain best documentation

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Thank you
