**Policies and Procedures**

The site survey may require your Policies and Procedures to be in place. Please be aware you may be asked to submit your Policies and Procedures for several areas, including, but not limited to:

Clinic Administration - 24 hour backup facility for after hours, weekends, and holidays

Record management and security

Communication with outside facilities, and families

Protocols for care, including treatment and triage

Accessibility of resources and records

Management of records, labs, medications and supplies

Systems for tracking daily activity: labs, referrals, appointments

Personnel - Job description, credentials, health exam

Training

Clinic Environment - Infection control measures

Management of medical waste

Emergency procedures and plans

Clinic Services - Physical exams to include services included

Screenings

Chronic and acute care management

Health education components

School and or work physicals

Mental Health and components

Data Management - Confidentiality

Reports

Fiscal Management - Communication with sponsoring facility

Fiscal review

Third party revenue

Continuous Quality

Improvement (CQI) - Committee

Membership

Projects, evaluation, goals

Health insurance navigator

**NOTE: Neither this list, nor the provided checklist, are intended to serve as a comprehensive or complete list of all necessary requirements for the site visit. These documents are provided only as a general guideline to assist you in your preparations.**