**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.**