



ANNUAL FACILITY REVIEW CHECKLIST

Date: _____ **Reviewer** _____

Corporate Documentation

Document	Have	Notes
Articles of Incorporation		
By-laws		
Business License		
Certificate of Occupancy		
Policy & Procedure Manual		
Employee Manual		

Employee Documentation

Document	Have	Notes
Credential for All Practitioners (copies)		
Review of Job Descriptions and Compliance with Credentials		
Performance Management Reports and Activities		
List of Practitioners Staff (Associated Credentials, Job Titles, Responsibilities)		
List of Non-Credential Staff and Privileging		
OIG Clearance – I9s & W4s		

Building Entrance

Document	Have	Notes
Parking Lot (If parking lot is part of your facility, the handicapped parking area should be clearly indicated.)		
Hours of Operation (should be posted on door)		

Office/Reception Area

Posted Document	Have	Notes
Medicare Supplier Standards		
HIPAA Policy (And contact person regarding questions and/or complaints)		
Financial Policy		
Mission Statement		
State Business License		
Practitioner Certifications/Licenses		
Office Hours		
Emergency Numbers Clearly Posted		
Fire Plan Job Descriptions		

Annual Reviews

Document	Have	Notes
Policy & Procedure Manual (Review/ Updates)		
Performance Management (Review/ Updates)		
Performance Management Reports and Activities		
Practitioner Credentials		
Employee Review		
Privileging		
Facility Safety Program (Review)		
Fire Drill Log		
Billing and Coding		

Patient Information and Forms

Document	Have	Notes
Patient Informed of:		
Timeline for Services		
Financial Responsibility Regarding Services		
Goals and Outcomes		
Rights Regarding Your Services		
Function, care, use, maintenance and precautions of their device		
Specific Follow-Up Schedule		
After Hours Service		
Complaint Resolution Form		
Payment Authorization Form		
Warranty Policy		

Patient Examination Rooms

Document	Have	Notes
Conversation between you and your patient are private		
Windows should have coverings to maintain patient's privacy		
No charts or x-rays from previous patients' should remain in the exam room		
Fire exit instructions should be clear, concise and posted on the inside of the exam room door		
Exits are clearly lit and marked		
Supportive ambulation devices should be available		

Performance Management Program

Documentation of the PM policy and implementation needs to be incorporated into the company's Policy and Procedures Manual.

Document	Have	Notes
Patient Satisfaction Survey		
Analysis of Collection Survey Data		
Employee review data collected from the PM data		
Annual review of the PM plan		
Evidence of Implementation of Improvements		

Additional Comments:

Fire and Safety

Document	Have	Notes
Documentation all employees receive periodic safety management orientations		
All employees know location and how to use fire extinguishers		
Complete first aid kits are present and current		
Lab area is neat and clean		
Lab doors clearly marked with "Employee Only" signs		
Flammable cabinet or cabinet designated with "Flammable Material" sign		
Acetone and all chemical bottles clearly/permanently marked		
Fire extinguishers present in proper areas and inspections are current		
Fire Plan – all employees are knowledgeable of their designated job during a fire		
Fire Drill (List date, time, who attended, scenario and the time it took to meet at a designated area, recommendations)		
Annual Review Recommendations		
Employees receive Blood-Borne Pathogen Training and it is documented		
Each employee has access to safety goggles and ear protection		
All machinery has protective shields if applicable		
Log of machinery inventory and maintenance		

Billing and Coding

Document	Have	Notes
Conversation with designated individual regarding supplier compliance		
Documentation of trained education in claims development and billing		
Documentation of staff training regarding billing		

General Recommendations:
