

QUALITY IMPROVEMENT: 2012 - 2013

MEASURES		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
SERVICES													
Annual Events													
Review and Approval of QI Plan – Board Approval	Annual					X							
Review and Approval of Administration Polices & Procedures,	Annual						X						
Review and Approval of Standing Orders & Protocols	Annual			X									
Review and Approval of Clinical Protocols	Annual							X					X
UDS Clinical Measures Review	Annual					X							
Staff Performance Evaluations	Annual						X						
Meetings													
Environment of Care Committee Meeting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Provider Meeting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
QI Committee Meetings	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Reviews													
Abnormal Labs Follow-Up Reviews	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
CMO Chart Review (Advance Practice Clinicians)	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Elective Clinical Measures Review (Oral Health, Behavioral Risk, etc.)	Annual										X		
Eligibility/Billing Chart Review (# 10 of Charts to be Reviewed)	Quarterly			X			X			X			X
Medical Chart Documentation Review (# 10 of Charts to be Reviewed)	Quarterly			X			X			X			X
Patient Satisfaction Surveys	Twice Yearly			X						X			
Review Meaningful Use Measures	To be determined												
Review Clinical Measures	Quarterly	X			X			X			X		
Reports													
Reports to QI Committee: chart reviews; surveys; adverse outcomes; documentation reviews	Quarterly			X			X			X			X
QI Reports to the Board	Quarterly	X	X	X	X	X	X	X	X	X	X	X	X
Staff Competency, Credentialing & Privileging													
Credentials/License Checks						X							
Providers presented to Board for Privileging (at least every 2 years)													
Staff Training (Infection Control, Fire, and Child Abuse, etc.)	Monthly	X	X	X	X	X	X	X	X	X	X	X	X

MEASURES		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Safety Program													
Medical Equipment Check	Quarterly			X			X			X			X
Annual Facility Review	Annual												X
Fire Drill	Quarterly	X			X					X			X
Clinic Safety Rounds	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Medicine Box Inventory/Maintenance	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Facility Safety Checklist	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Fire Extinguisher Checks (tanks in green zone/fully charged)	Monthly	X	X	X	X	X	X	X	X	X	X	X	X

MEASURES	TOOL ID	RESPONSIBLE INDIVIDUAL
Chief Medical Officer Chart Review		CMO
Medical Chart Documentation Review		CMO
Eligibility/Billing Chart Review		CFO
Clinical Measures		Quality Improvement Coordinator
Annual Facility Safety Review		Safety Coordinator
Equipment Check & Maintenance		Office Manager
Client Satisfaction Survey		CEO / Office Manager
Equipment Check		Office Manager
Clinic Safety Rounds		Office Manager
Credentials/License Checks		Office Manager
Performance Evaluations		CEO / CMO / Office Manager
Staff Training		CEO / CMO / Office Manager
OSHA training; CPR, safety		Office Manager
Fire Drill		Office Manager

