



SURVEY PREP CHECKLIST

PATIENT RECORDS

HOME HEALTH

On the day of your survey for ACHC Home Health Accreditation, the Surveyor will ask your agency to provide several patient record reports during the opening conference. Your Surveyor will use the reports to determine which patient records will be reviewed and which patient home visits will be conducted during your survey.

Before your Surveyor arrives, your agency should have the reports listed below ready to review or ready to run out for review.

All required patient records, and any other requested documents or records, should be available for the Surveyor to access either in hard copy or electronic format. **Plan ahead: Failure to grant the Surveyor timely access to patient medical records may lead to survey deficiencies.** Your Surveyor must examine patient records to confirm compliance with ACHC Standards.

Required Patient Record Reports

Unduplicated Admissions Report

- The report lists each patient who has been admitted to your agency one time in the past 12 months or since the start of business, regardless of the payor. (For agencies seeking a recommendation for deemed status [Medicare certification], the number of unduplicated admissions determines the number of patient record reviews and patient home visits required to be completed for the survey to be valid.)
- The report includes any branch locations served under the parent Medicare provider number.

Active Census Report

- The report lists active patients who are currently receiving services. (This report will be used by your Surveyor to determine which active patient records will be reviewed during your survey.)
- The report includes the following information for each patient:
 - Patient's name
 - Admission date
 - Primary diagnosis
 - Disciplines providing care

Schedule of Visits Report

- The report provides the current schedule of patient home visits for all services provided by your agency. (This report will be used by your Surveyor to determine which patient home visits will be conducted during your survey.)

Discharged/Transferred Patients Report

- The report lists patients who have been discharged from your agency in the past 12 months, including patients who were discharged or transferred to another healthcare provider. (This report will be used by the Surveyor to determine which closed patient records will be reviewed during your survey.)
- The report includes the following information for each patient:
 - Patient's name
 - Admission date
 - Discharge or transfer date

Electronic Medical Record Best Practices

- Designate a desktop or laptop computer, with internet access (if needed), that will be available for the Surveyor to use for reviewing patient record files and documents.
- Contact your EMR software vendor prior to your survey to obtain a user log-in for the Surveyor, preferably for “read only” access.
- Ensure an agency staff member familiar with your EMR system is available throughout your survey to assist the Surveyor in navigating software, as needed.
- Practice running required reports to ensure the correct information is generated and can be provided to the Surveyor in a timely manner.