

## Organization of the Documents for the Verification Review

For best organization of documents, we are providing a crosswalk/guide to assist with folder placement of the documents so the reviewers will know where to look for your information. To decrease confusion during the review process, we recommend following the outlined format.











When you access SharePoint, you will note the following 2 main folder: Agenda and the Required Review Documents. Please upload the below document list into the Required Documents folder.

### Required Documents

Some folders may not yet have these sub folders created, in which case please create the below sub folders by going to documents on the left side, then clicking on the new button and selecting folder.

These are the subfolders available for document uploading:

Documents > Required Review Documents

 Name	Modified	Modified By	+ Add
 1 - Program Info, Scope and Roles	3 minutes ago	Yang, Sylvia	
 2 - Policies	2 minutes ago	Yang, Sylvia	
 3 - Call Schedules	2 minutes ago	Yang, Sylvia	
 4 - Meeting Minutes and Agendas	About a minute ago	Yang, Sylvia	
 5 - Staff Education	About a minute ago	Yang, Sylvia	
 6 - Order Sets	About a minute ago	Yang, Sylvia	
 7 - Patient Education	A few seconds ago	Yang, Sylvia	
  8 - Data	A few seconds ago	Yang, Sylvia	

### 1) Reviewer Only

This folder is for the DSC Reviewer only.

## **Documents for the Verification Review**

To prepare for the Verification review, organizations should upload the following items 72 business hours in advance of the review (additional documents may be requested during the review):

### **Program Info, Scope and Roles:**

- List of interdisciplinary team members
- Current list of patients being managed through the perinatal care program (maternal population)
- If there are a limited number of admissions, a list of discharged patients who received care, treatment and services from the perinatal care team. This request can go back as far as the past four months for initial reviews

### **Policies:**

- Policy and procedures guiding patient's treatment course when initially seen in the Emergency Department or moved directly to the Operating Room
- Patient discharge or transfer procedures and procedures guiding communication of health information, *if different from hospital*
- Program-specific orientation and competency assessment documentation for team members
- Credentialing/Privileging Process/Policy

### **Call Schedules:**

- Program's schedule for interdisciplinary team meetings and/or program rounds
- Program's back-up schedule for perinatal services to meet the needs of mother

### **Order Sets:**

- Order sets, care plans, protocols, and critical pathways, as applicable
- In-patient assessments and reassessments (e.g. physical, functional, nutrition, psychological)
- Standardized scales used for physical and psychological symptom management, if applicable

### **Patient Education:**

- Information given to patients about the perinatal care program
- Examples of patient/family educational materials

### **Data:**

- Program-specific performance improvement plan
- Performance improvement action plans that demonstrate how data have been used to improve program care and services, when available