

Example of review process

TOPIC: Peer Review Plan

PURPOSE: To unify the diagnostic and treatment approaches of the provider staff and to provide an opportunity for continuous quality improvement.

LEVEL OF RESPONSIBILITY:

All Providers

PROCEDURE:

1. Charts will randomly be selected for review on a periodic basis (at least quarterly).
2. Every provider will be responsible for reviewing 50 charts in a year, with a maximum of 15 per quarter.
3. Reviews will be completed with reports due to the Performance Improvement Department by the last day of each quarter. Providers will look back at least 6 months/1 year of office visits when performing review
4. Each provider will be reviewed by a provider in their own specialty or by their own level of training (*FM to FM, APN to APN, dentist to dentist, LCSW to LCSW*)
5. Areas of review will be based on pre-determined guidelines and health care plan indicators. This will be reevaluated by the provider staff on an annual basis
6. Summary of Peer Review will be given to providers on quarterly basis. Medical Director of PI will present to Steering Committee analysis of Peer Review. Will discuss with Site Medical Directors any providers with areas of concern.
7. Anticipate 15 minutes per chart review or 4 hours per month.