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ITEMS NEEDED FOR ON-SITE SURVEY

CUSTOMIZED FOR INFUSION PHARMACY (IRX), SPECIALTY PHARMACY (SRX),
AMBULATORY INFUSION CENTER (AIC), & INFUSION NURSING (IRN)



PHARMACY

Below are items that the Surveyor will review during your on-site survey. Please have them available for your Surveyor prior to his or her arrival to expedite the process. If you have any questions, please contact your Account Advisor.

- Policy and procedure manual and crosswalk, if applicable
- Current list of active clients/ patients by type and service dates or, a copy of an Explanation of Benefit (EOB)/third-party payment documents from the past six months to allow the Surveyor to choose client/patient files
- Fill/appointment schedules (provide the Surveyor the schedule on the day of survey)
- Discharge/transfer client/patient census for past six months or since the start of operation if less than one year
- Personnel list with title, discipline and start date (including direct care contract personnel)
- Admission packet and educational materials given to clients/patients
- Personnel meeting minutes for the past 12 months
- Proof of vehicle insurance (company-owned vehicles)
- Governing body meeting minutes for the past 12 months, if applicable

ACHC Standard	Required Item	Located
Multiple	<p>Access to policy and procedure manual with the following policies and procedures flagged:</p> <ul style="list-style-type: none"> • DRX2-4A Grievance/complaint process • DRX2-5A Health Insurance Portability and Accountability Act (HIPAA) policies and procedures • DRX2-9A Compliance Program • DRX4-7A,C Minimum education, training, and competencies for personnel • DRX5-11B Shipping procedures (IRX, SRX only) • DRX6-1A Performance Improvement (PI) Program/policies • DRX6-3F/7-11A Handling incidents • DRX7-7A Medication and product recall (AIC, IRN and SRX only) • DRX7-8F Storage of pharmaceuticals, components, and preparations (IRX only) • DR7-8H Assigning Beyond Use Dates (BUDs) (IRX only) • DRX7-8N Compounding sterile preparations (IRX only) • DRX7-8P Cleaning, disinfecting, and monitoring controlled-air environment(s) (IRX only) • DRX7-12A Use of equipment and supplies in the provision of care • DRX7-14A Calibration and cleaning of equipment used for dispensing, labeling, and shipping of medications (SRX only) 	
DRX1-1A,B	Copy of current applicable licenses or permits	

ACHC Standard	Required Item	Located
DRX1-2A	List of governing body members, documentation of orientation, and signed confidentiality statement(s)	
DRX1-5A	Organizational chart	
DRX1-7A	All required federal and state posters are placed in a prominent location	
DRX1-10A	Prior regulatory inspection reports (board of pharmacy, Food and Drug Administration (FDA), Drug Enforcement Agency (DEA), and fire department)	
DRX2-1A,B	Marketing materials	
DRX2-4B	Grievance/complaint log ^{**} (or plan to enact this standard once accredited)	
DRX2-5C	Business Associate Agreements (BAAs)	
DRX2-6C	Resuscitation cart inventories (AIC)	
DRX2-9A	PI activity to monitor the compliance program	
DRX2-10D, DRX4-9C,D	On-call calendar/logs	
DRX2-10F	Call wait time and abandonment tracking logs (SRX)	
DRX3-1A,	Annual operating budget ^{**}	
DRX3-4A	Listing of client/patient care charges	
DRX4-1C	Personnel records contain evidence of the items listed in the standard	
DRX4-2I	Employee handbook or personnel policies	
DRX4-2K	Drug testing results for personnel with access to pharmaceuticals (SRX only)	
DRX4-7A, C, DRX4-14B,C	Competency evaluation ^{**} and/or training materials (if applicable) (AIC, IRN, IRX, and SRX), didactic training/testing, media fills, and fingertip testing ^{**} (IRX only)	
DRX4-8A	Evidence of ongoing education ^{**} and written education plan	
DRX4-11C,E	<ul style="list-style-type: none"> Contracts for direct care personnel, including copies of professional liability insurance certificates (AIC, IRN, IRX, and SRX) PI reports for monitoring of contracted care/service personnel (SRX only) 	
DRX4-14F	Personnel training records on equipment use (setup, pickup, and maintenance), if applicable (AIC, IRX, and SRX only)	
DRX4-15B	Reference library (SRX only)	
DRX5-1A (Review client/patient records in advance of survey for required contents)	Client/patient records contain information according to the requirements specified in this standard and as specified in other standards pertaining to client/patient record information (DRX2-1, 2-2, 2-4, 2-5, 2-6, 3-4, 3-5, 3-6, 5-1, 5-2, 5-4, 5-5, 5-6, 5-7, 5-15, 5-17, 7-4, 7-7, 7-8, 7-9, 7-10, 7-12, 7-16, 7-17, 7-18, 7-21)	
DRX5-6A, DRX7-7A, DRX7-8E, F, DRX7-12A	Recall logs	
DRX5-12A	Referral log or similar tool	
DRX6-1A, DRX6-2A, DRX6-3A-G	PI Program, data collection tools, ^{**} and plans of correction ^{**}	
DRX6-1D,G	PI annual report ^{**} (if PI Program has been in place >1 year)	



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ACHC Standard	Required Item	Located
DRX6-1E, F	Quarterly PI meeting minutes (SRX only) and reports (AIC, IRN, IRX, and SRX)	
DRX6-3F, DRX7-11A	Incident reports/logs**	
DRX7-1A	Tuberculosis (TB) prevalence rates for all counties served,** TB exposure control plan and Occupational Safety and Health Administration Bloodborne Pathogens plan and infection control educational material for clients/patients	
DRX7-1D	Infection control tracking logs**	
DRX7-4A	Emergency disaster plan and results of emergency disaster drill**	
DRX7-5B	Report of annual fire drill** and emergency power tests**	
DRX7-6B	Access to Safety Data Sheets (SDSs)	
DRX7-8E, 7-8M	Dispensing/compounding records (IRX only)	
DRX7-8F	Temperature logs for pharmaceutical storage areas (IRX only)	
DRX7-8G	Calibration and maintenance logs of equipment used for preparing, dispensing, labeling, and shipping (IRX only)	
DRX7-8K	Certificates of Analysis (COFAs) (IRX only)	
DRX7-8L	Master Formulation Records (MFRs)(IRX only)	
DRX7-8P	Controlled air environment cleaning logs, certifications, air pressure differential monitoring, viable airborne particle sampling, and surface sampling (IRX only)**	
DRX7-8Q	Sterility and endotoxin testing documentation (high-risk IRX only)	
DRX7-9A	Temperature logs for pharmaceutical storage areas (AIC, IRN, and SRX)	
DRX7-9B	Shipping/delivery container temperature testing and cleaning records	
DRX7-11A	OSHA forms 300, 300A, and/or 301 (if applicable)	
DRX7-12A	Cleaning, testing, maintenance, and calibration logs of equipment used in the provision of care (IRN, IRX, and SRX only)	
DRX7-14A	Cleaning, testing, maintenance and calibration logs of equipment used for dispensing, labeling, and shipping of medications (SRX only)	
DRX7-19A,C	Clinical Laboratory Improvement Amendment (CLIA) certification of the lab where specimens are referred for testing; calibration and maintenance of equipment used for waived tests, and documentation of quality controls (AIC, IRN, and IRX only)**	
DRX7-20A	Calibration and maintenance records for equipment used while monitoring patients receiving infusion therapy (AIC only)	

** Provide for the past three years if a renewal