

# ITEMS NEEDED FOR ON-SITE SURVEY



Below are items that will need to be reviewed by the Surveyor during your on-site survey. **Must provide the Surveyor all documents and items requested within 3 hours after the opening conference.** If you have any questions, please contact your Account Advisor.

## Information needed within 3 hours includes:

- List of current patients by name, separated by modalities.
- List of organization key personnel: medical director, administrator, nurse manager, social worker, dietician, chief technician, and home training nurse(s).
- Current in-center hemodialysis patient schedule by days and shifts with any isolation patients identified (seating chart or assignment sheet).
- List of patients admitted to this organization within the past 90 days who are currently on census (do not include visiting patients) separated by modality with date of admission.
- List of patients who have been designated “unstable” for any month in the past three months, including reason for unstable and month.
- List of all patients who were involuntarily discharged (not transferred to another outpatient dialysis organization) from this organization in the past 12 months.
- List of all discharged patients categorized as “lost to follow up” (i.e., not transferred out or discontinued by dialysis) for the past 12 months.
- List of home hemodialysis (HD) or peritoneal dialysis (PD) patients scheduled to be seen at the organization during the survey.
- List of residents of long-term care facilities who receive their hemodialysis or peritoneal dialysis at the long-term care facility and the name of the long-term care facility where they are receiving dialysis.
- Hospitalization logs with admitting diagnoses listed for six months.
- List of current patients readmitted to the hospital within 30 days of discharge in the past 6 months, separated by modality.
- Infection logs for the last 6 months.
- List of in-center hemodialysis patients who are dialyzed with 0 K+ or 1.0 K+ dialysate.
- All patients’ individual laboratory results for hemoglobin, Kt/V, uncorrected calcium, phosphorus and albumin for the current three months; separated by modality.
- Most recent Dialysis Facility Report (DFR).
- Vaccination information:
  - » Number of patients who received a complete series of hepatitis B vaccine.
  - » Number of patients who received the influenza vaccine between August 1 and March 31.
  - » Number of patients who received the pneumococcal vaccine.
- Staff schedule for the last two weeks by day.
- Policy and procedure manuals for patient care, water treatment, dialysate preparation and delivery, anemia management protocol, emergency preparedness, and dialyzer reprocessing/reuse, if applicable.

- Patient suggestion/complaint/grievance log for the past six months.
- Adverse events (e.g., clinical variances, medical errors) documentation for the past 6 months.
- QAPI team meeting minutes for the past 6 months and any supporting materials.
- Copy of CMS-approved waivers for medical director and/or isolation room.
- Organization's Life Safety Code attestation or waiver (required if the in-center dialysis or home dialysis support training treatment area does not provide exit at grade level or if the organization is adjacent to industrial high hazard occupancy).
- Staff practice audits for infection prevention while performing direct patient care (12 months).
- Water and Dialysate Review  
Logs for:
  - » Daily water system monitoring (two months).
  - » Total chlorine testing (two months).
  - » Bacterial cultures and endotoxin results – water and dialysate (six months).
  - » Chemical analysis of product water (12 months).
  - » Staff practice audits for water testing, dialysate mixing and testing, and microbiological sampling (12 months).
- Equipment Maintenance Review:
  - » Documentation of preventative maintenance and repair of hemodialysis machines (12 months).
  - » Documentation of calibration of equipment used for machine maintenance (12 months).
  - » Documentation of calibration of equipment used to test dialysate pH/conductivity (12 months).
- Dialyzer Reprocessing Review (if applicable)  
Logs for:
  - » Bacterial cultures and endotoxin results from reuse room sites (six months).
  - » Preventative maintenance and repair of reprocessing equipment (12 months.)
  - » Reuse QA audits (12 months).