**Required Facility Information & Materials for Survey**

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| **Time Period** | **Information & Material** | **Support Source** | **In Survey Prep Binder** |
| **Immediately** | Current census with patient names, room numbers & identify swing beds | Cerner--IS |  |
| Current facility floor plan | Engineering/Maintenance |  |
| List Satellite services, include all using CAH CCN (including outpatient PT, etc) | Exec. Admin. Assistant  CFO |  |
| List of services provided by contract, including scope and nature of agreement |
| **2 hours** | Key Personnel, both CAH and SB |  |  |
| Organizational chart | Exec. Admin. Assistant |  |
| Governing board bylaws & policies | MCN |  |
| Governing board minutes for past 12 months | Exec. Admin. Assistant - |  |
| Medical staff bylaws and rules & regulations | MCN |  |
| COVID Vaccine Policy | MCN |  |
| Percentage of employees vaccinated | HR |  |
| **24 hours** | Emergency room, surgery and OB logs | Cerner--IS |  |
| All patient/resident transfer and network agreements | Exec. Admin. Assistnat |  |
| On call schedules for all providers, including physicians, nurses, technicians for past 3 months | VP Patient Care Services  VP Clinical Services |  |
| As worked staffing schedules for ED, nursing units and other clinical services for last 3 months | AC Admin Assistant |  |
| List of Medical Staff w/specialties noted; including Mid-levels | Medical Staff Support |  |
| List of all licensed, certified, registered staff | HR |  |
| CAH Policies and procedures for all clinical services including nursing, lab, radiology, pharmacy, surgery, anesthesia, dietary, medical records and outpatient services | MCN |  |
| QAPI plan, last annual program review | Director of Quality |  |
| Infection Control Plan; Infection control policies and procedures; infection control log | Director of Quality/Infection Preventionist for CAH; MCN |  |
| Menus for one month for all diets offered | Dietary General Manager |  |
| Incident reports for past 6 months—list of | Risk Manager |  |
| List of authenticated signatures | HIM |  |
| Committee meeting minutes for the last year:   * Surveillance (Infection Control) * PIC * Pharmacy * Policy & Procedure * Medical Staff | Medical Staff Support –  Exec. Admin. Assistant  Admin. Assistant to VP’s/Director of Quality |  |
| **24 hours** | List of inpatients for last year, with designation for swing bed, acute and deaths | Cerner - IS |  |
| **When requested** | Credentialing files including all categories of providers (active, consulting, allied health, etc.) | Medical Staff Support |  |
| Medical records are requested | HIM |  |
| Annual Operating Budget | CFO |  |