

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><u>POLICY: UTILIZATION REVIEW</u> Patient records are periodically audited in an organized manner.</p> <p><u>PURPOSE:</u> To provide guidelines for critiquing home health care utilization and appropriateness of care and services provided.</p> <p><u>RESPONSIBLE PARTY:</u> Director, Assistant Director, QI Coordinator</p>	<p>Original Approval: 9/99</p> <p>Reviewed: 9/99</p> <p>Revised: 11/01</p> <p>Revised: 4/03</p>
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EQUIPMENT: Clinical records.

PROCEDURE:

1. Utilization review of 20 records or 10% of current census, whichever is larger, is conducted quarterly.
2. Records are peer reviewed for appropriateness of plan of care, quantity of services, and compliance with acceptable standards of practice. Paraprofessional content is reviewed by a Registered Nurse.
3. Confidentiality of records is maintained by using the clinical record number on all worksheets and reports.
4. The director, or designee, is responsible for coordinating utilization review activity.
 - a) Staff members are assigned random records for review within a specified time frame and provided with worksheets to complete during the review.
 - b) Worksheets are reviewed by the QI Program Coordinator.
 - c) Aggregate information is formulated into a report by the QI Coordinator. Significant or recurrent issues are directed to supervision for appropriate action.
 - d) Aggregate information is presented to the Professional Advisory Board for review, discussion and recommendation.
 - e) The QI Coordinator prepares an all-inclusive annual report and forwards it to the Director.
 - f) The Professional Advisory Board meets, discusses the results, and recommends an organizational plan for action, if appropriate.
5. The annual report is presented to the Professional Advisory Board.