

## On-Site Documents Checklist

*This communication applies to the Medi-Cal for Aetna Better Health of California.*

Please provide documentation of the following checked (✓) items:	Policies	Evidence of provider and staff training (sign-in sheets)		Office documents
		Annually	Upon hire	
1. Blood borne pathogens exposure prevention	✓	✓		
2. Biohazardous waste handling	✓	✓		
3. Infection control/universal precautions	✓	✓		
4. Fire safety/prevention	✓		✓	
5. Disability rights and provider obligations	✓		✓	
6. Emergency non-medical procedures	✓		✓	
7. Child/elder abuse/domestic violence reporting	✓		✓	
8. Emergency medical procedures	✓		✓	
9. Patient confidentiality	✓		✓	
10. Informed consent for invasive procedures	✓		✓	
11. Sensitive services/minors' rights	✓		✓	
12. Prior authorization	✓		✓	
13. Health plan referral process/procedure/resources	✓		✓	
14. Grievance/complaint procedure and grievance forms (plan specific)	✓		✓	
NEW Disability Rights and Provider Obligations	✓	✓	✓	Show staff training for NEW standard
15. Cultural and linguistics	✓		✓	
16. All professional licenses and Drug Enforcement Agency (DEA) of all professionals on-site including ancillary providers (OB-GYN, chiropractor, podiatrist, physical therapist, etc.)				✓
17. MA certificates, phlebotomy, EKG/vision/hearing screening training				✓
18. Provider and staff signature page (for non-EMR users to assist the auditor in identifying provider/staff signatures/initials on patient charts)				✓
19. Site specific, written bloodborne pathogens exposure control plan and sharps injury incident log/form				✓
20. Pharmaceutical and lab supplies inventory monitoring, handling, and disposal policies and procedures				✓

21. Inventory logs to monitor expiration of supplies in the last three years (emergency kit, medications, lab supplies)				✓
22. Daily refrigerator and freezer temperature logs in the last three years				✓
23. Routine quality control test result logs for lab test equipment (glucometers, urinalysis machines, etc.) in the last three years per manufacturer's instructions				✓
24. Clearly diagrammed evacuation route for emergencies posted at entrances, stairs and elevators				✓
25. Current vaccine information statements (VIS) for all vaccines administered on-site				✓
26. Health education materials/hand-outs in all applicable languages and topics				✓
27. Medical record release form to also include: 1) Area to indicate the specific notes to be released; and 2) Expiration of release				✓
28. Confidentiality agreement with external vendors who may have access to medical records (e.g., cleaning crew)				✓
29. Office fax cover pages with confidentiality statement				✓
30. <i>Clinical Laboratory Improvement Amendments of 1988 (CLIA)</i> certificate				✓
31. Most recent service contract and pick-up receipt for regulated medical waste in the last three years				✓
32. Site-specific written schedule of routine cleaning/log in the last three years				✓
33. Site-specific policy/procedures or manufacturer's instructions for instrument/equipment sterilization (if applicable)				✓
34. Spore testing of autoclave/steam sterilizer with documentation results at least monthly in the last three years (if applicable)				✓
35. Standardized procedures for nurse practitioners and practice agreement(s) with physician assistants (if applicable)				✓
36. Current <i>California Radiologic Health Branch Inspection Report</i> of X-ray equipment (if applicable)				✓