3. Inpatient Admission and Outpatient Registration

CODE	STANDARDS	CRITERIA	HOSPITAL	PHIC
3.1.a	Prior to entry, the organization matches its clinical services to the patient's clinical needs.	a. Policies and procedures define clinical conditions that can be serviced by the organization and details how cases beyond the organization's capacity are managed.	_ Document review _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policy and procedures including updated DOH license supporting achievement of criterion. Put a v mark if compliant and X mark otherwise. Evidence score is either **0** or **3**.

For direct observation, check for relevant structural inputs and conditions confirming achievement of the criterion. Put a v mark if compliant and X mark if otherwise. Evidence score is either **0** or **3**.

Combine the scores for the 2 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

CODE	STANDARDS	CRITERIA	HOSPITAL	PHIC
3.1.b	Prior to entry, the organization matches its clinical services to the patient's clinical needs.	b. Staff determines if patient's needs could be addressed by organization's services prior to inpatient admission or outpatient registration.	_ Staff interview _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Staff interview _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For direct observation, check for compliance. Put a v mark if compliant and X mark if not observe. Evidence score is either **0** or **3**.

Combine the scores for the 2 evidences to get the proof of performance score.

The track record is n/a.

The proof of performance score will serve as the criterion score.

3.1.c	Prior to entry, the organization matches its clinical services to the patient's clinical needs.	c. Patients whose needs cannot be addressed by the organization's services are referred for definitive management to appropriate organizations.	_ Staff interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Staff interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a <u>v</u> mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

The evidence score shall serve as the proof of performance score.

The track record is <u>n/a</u>.

The proof of performance score will serve as the criterion score.

3.2.a	The organization documents and follows policies and procedures, and provides resources to ensure proper patient triaging.	a. The triaging of emergency patients is defined by explicit criteria and procedures.	_ Document review _ Staff Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review _ Staff Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policies and procedures supporting achievement of the criterion. Put a <u>v</u> mark if compliant and <u>X</u> mark if otherwise. Evidence score is either **0** or **3**.

For staff interview, select at least THREE relevant hospital staff. Put a <u>v</u> mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

Combine the scores for the 2 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.2.b	The organization documents and follows policies and procedures, and provides resources to ensure proper patient triaging.	b. Patients with emergent or urgent needs are immediately treated or at least stabilized if transfer to another facility is required.	_ Document review _ Staff interview _ Patient or "bantay" interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review _ Staff interview _ Patient or "bantay" interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policies and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if otherwise. Evidence score is either **0** or **3**.

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.2.c	The organization documents and follows policies and procedures, and provides resources to ensure proper patient triaging.	c. The organization provides resources for treating emergency patients according to their needs.	_ Staff interview _ Patient Interview _ Direct observation	_ Staff interview _ Patient Interview _ Direct observation

			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a v̱ mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X̱ mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v̱ mark for the patient who was able to confirm achievement of the criterion and X̱ mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

For direct observation, check for relevant structural inputs and conditions confirming achievement of the criterion. Put a v̱ mark if compliant and X̱ mark if otherwise. Evidence score is either **0** or **3**.

Combine the scores for the 3 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.2.d	The organization documents and follows policies and procedures, and provides resources to ensure proper patient triaging.	c. The organization provides resources when patients are being held for admission while waiting for vacancies in appropriate care settings.	_ Document review _ Staff interview _ Direct observation	_ Document review _ Staff interview _ Direct observation
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For document review, check presence of written policies and procedures supporting achievement of the criterion. Put a v̱ mark if compliant and X̱ mark if otherwise. Evidence score is either **0** or **3**.

For staff interview, select at least THREE relevant hospital staff. Put a v̱ mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X̱ mark if

otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For direct observation, check for relevant structural inputs and conditions confirming achievement of the criterion. Put a v̲ mark if compliant and X̲ mark if otherwise. Evidence score is either **0** or **3**.

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.3.a	The organization has a standardized process for admitting inpatients and registering outpatients.	a. Policies and procedures define how inpatients' clinical needs are determined at admission and what clinical services will best address them.	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policies and procedures supporting achievement of the criterion. Put a v̲ mark if compliant and X̲ mark if otherwise. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.3.b	The organization has a standardized process for admitting inpatients and registering outpatients.	b. Policies and procedures define how outpatients' clinical needs are determined at registration and what clinical services will best address them.	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policies and procedures supporting achievement of the criterion. Put a v̲ mark if compliant and X̲ mark if otherwise. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.3.c	The organization has a standardized process for admitting inpatients and registering outpatients.	c. Inpatient admission policies are implemented.	_ Chart review _ Staff interview _ Patient interview **PROOF OF PERFORMANCE: _____** **TRACK RECORD: _____**	_ Chart review _ Staff interview _ Patient interview **PROOF OF PERFORMANCE: _____** **TRACK RECORD: _____**

For chart review, select THREE patient charts. Put a <u>v</u> mark for each chart that documents achievement of the criterion and <u>X</u> mark if otherwise. Repeat the evaluation process for the 2nd and 3rd charts. Count the number of charts with compliance over the total number of charts reviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

For staff interview, select at least THREE relevant hospital staff. Put a <u>v</u> mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a <u>v</u> mark for the patient who was able to confirm achievement of the criterion and <u>X</u> mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on patient chart).

Combine proof of performance + track record to get criterion score.

3.3.d	The organization has a standardized process for admitting inpatients and registering outpatients.	d. Outpatient registration and scheduling policies and procedures are implemented	_ Document review _ Staff interview _ Patient interview	_ Document review _ Staff interview _ Patient interview

		PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
		TRACK RECORD: _____	TRACK RECORD: _____

For document review, check documentation of outpatient registration and scheduling are consistent with policies and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if there is any one missing. Evidence score is either **0** or **3**.

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.4.a	Patients receive prompt and timely attention by qualified professionals upon entry.	a. Policies establish patients' waiting times based on urgency of their condition.	_ Document review	_ Document review
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a v mark if compliant with criterion and X mark if otherwise. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.4.b	Patients receive prompt and timely attention by qualified professionals upon entry.	b. Patients are informed of the cause of any significant delays in scheduling critical diagnostic or treatment procedures.	_ Chart review _ Staff interview	_ Chart review _ Staff interview

			_ Patient interview	_ Patient interview
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For chart review, select THREE patient charts. Put a <u>v</u> mark for each chart that documents achievement of the criterion and <u>X</u> mark if otherwise. Repeat the evaluation process for the 2nd and 3rd charts. Count the number of charts with compliance over the total number of charts reviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

For staff interview, select at least THREE relevant hospital staff. Put a <u>v</u> mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a <u>v</u> mark for the patient who was able to confirm achievement of the criterion and <u>X</u> mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on patient chart).

Combine proof of performance + track record to get criterion score.

3.4.c	Patients receive prompt and timely attention by qualified professionals upon entry.	c. Depending on their needs, patients are managed within the planned waiting period.	_ Staff interview _ Patient interview	_ Staff interview _ Patient interview
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 2 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.4.d	Patients receive prompt and timely attention by qualified professionals upon entry.	d. Patients with urgent needs are prioritized over others to minimize delays in diagnostic or treatment procedures.	_ Staff interview _ Patient interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Staff interview _ Patient interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 2 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.5.a	The organization has a standardized process for admitting patients to general and special care settings	a. Clinical criteria and procedures define patient entry, assignment, or transfer to appropriate care settings based on their needs.	_ Document review _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review _ Direct observation PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if there is any one missing. Evidence score is either **0** or **3**.

For direct observation, check for relevant structural inputs and conditions confirming achievement of criterion. Put a v mark if compliant and X mark if otherwise. Evidence score is either **0** or **3**.

Combine the scores for the 2 evidences to get the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.6.a	The organization uniquely identifies all inpatients and outpatients including newborn infants.	a. Policies and procedures require that at least two (2) unique identifiers are given to every patient as they are registered, admitted or born in the hospital.	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if there is any one missing. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.6.b	The organization uniquely identifies all inpatients and outpatients including newborn infants.	b. The unique identifiers may include a hospital number, the patient's full name or the birth date.	_ Document review _ Chart review _ Patient interview	_ Document review _ Chart review _ Patient interview

			TRACK RECORD: _____	TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if there is any one missing. Evidence score is either **0** or **3**.

For chart review, select THREE patient charts. Put a v mark for each chart that documents achievement of the criterion and X mark if otherwise. Repeat the evaluation process for the 2nd and 3rd charts. Count the number of charts with compliance over the total number of charts reviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 3 evidences to get the proof of performance score.

Determine track record score (based on document review or patient chart, whichever is oldest).

Combine proof of performance + track record to get criterion score.

3.6.c	The organization uniquely identifies all inpatients and outpatients including newborn infants.	c. The patient's unique identifiers are verified before any treatment, procedure or medication is administered.	_ Staff interview _ Patient interview _ Direct observation	_ Staff interview _ Patient interview _ Direct observation
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a v mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and X mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a v mark for the patient who was able to confirm achievement of the criterion and X mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

For direct observation, check for relevant structural inputs and actual practices of staff confirming achievement of criterion. Put a v mark if compliant and X mark if otherwise. Evidence score is either **0** or **3**.

Combine the scores for the 3 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.7.a	The organization creates a specific patient chart for each new patient who is admitted or registered.	a. Policies and procedures require that a unique patient chart is generated for every new inpatient admission or new outpatient registration. CORE	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a v mark if compliant and X mark if there is any one missing. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.7.b	The organization creates a specific patient chart for each new patient who is admitted or registered.	b. Each chart or record is linked to the unique identifiers of the patient.	_ Chart review _ Patient Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Chart review _ Patient Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For chart review, select THREE patient charts. Put a v mark for each chart that documents achievement of the criterion and X mark if otherwise. Repeat the evaluation process for the 2nd and 3rd charts. Count the number of charts with compliance over the total number of charts reviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**

• 0 out of 3, so the evidence score will be **0**

For patient interview, select at least THREE patients. Put a <u>v</u> mark for the patient who was able to confirm achievement of the criterion and <u>X</u> mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 2 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.8.a	Upon admission, the health professional responsible for the care of the patient obtains informed consent for treatment.	a. Policies and procedures define when general and special consents are taken, who are the qualified personnel to inform the patient and when.	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Document review PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For document review, check presence of written policy and procedures supporting achievement of the criterion. Put a <u>v</u> mark if compliant and <u>X</u> mark if there is any one missing. Evidence score is either **0** or **3**.

The evidence score shall serve as the proof of performance score.

Determine track record score (based on document review).

Combine proof of performance + track record to get criterion score.

3.8.b	Upon admission, the health professional responsible for the care of the patient obtains informed consent for treatment.	b. The policies are implemented.	_ Staff interview _ Patient Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____	_ Staff interview _ Patient Interview PROOF OF PERFORMANCE: _____ TRACK RECORD: _____

For staff interview, select at least THREE relevant hospital staff. Put a <u>v</u> mark for the staff whose view is consistent with policy (that supports achievement of the criterion) and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd staff. Count the number of staff with check marks over the total number of patients interviewed. Determine evidence score:
• If 3 out of 3, the evidence score will be **3**
• If 2 out of 3, the evidence score will be **2**
• If 1 out of 3, the evidence score will be **1**
• If 0 out of 3, the evidence score will be **0**

For patient interview, select at least THREE patients. Put a <u>v</u> mark for the patient who was able to confirm achievement of the criterion and <u>X</u> mark if otherwise. Repeat for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed. Determine evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3 so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

Combine the scores for the 2 evidences to get the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.

3.8.c	Upon admission, the health professional responsible for the care of the patient obtains informed consent for treatment.	c. Patients and/or their families demonstrate knowledge of their disease, condition or disability, its severity, likely prognosis, benefits, and possible adverse effects of various treatment options, and the likely costs of treatment.	_ Patient interview (may ask "bantay" also)	_ Patient interview (may ask "bantay" also)
			PROOF OF PERFORMANCE: _____	PROOF OF PERFORMANCE: _____
			TRACK RECORD: _____	TRACK RECORD: _____

For patient interview, select at least THREE patients. Put a <u>v</u> mark for the patient who was able to confirm achievement of the criterion and <u>X</u> mark if otherwise. Repeat the process for the 2nd and 3rd patients. Count the number of patients with check marks over the total number of patients interviewed, and then get evidence score:
• 3 out of 3, so the evidence score will be **3**
• 2 out of 3, so the evidence score will be **2**
• 1 out of 3, so the evidence score will be **1**
• 0 out of 3, so the evidence score will be **0**

The evidence score shall serve as the proof of performance score.

Track record is **n/a**.

The proof of performance score will serve as the criterion score.