

## Infusion Therapy Nursing Document Request List

**Note:** This is a guideline. Additional information may be requested depending on the Scope of Services (discipline/services provided).

Standard(s)	Item	Comment(s)	Requested	Provided
	<b>General Documents</b>			
NA	Unduplicated Admissions/Clients Served	New patients for the past 12 months		
NA	List of Active Patients	Include Admit Date, Diagnoses, Clinical Disciplines		
NA	List of Discharged Patients	Past 30 - 60 days		
NA	List of Scheduled Visits			
ITNIV.4a	List of Personnel - Active/Terminate	Include Date of Hire, Title/Discipline		
ITNIV.5a	List of Contract Staff			
INTIV.5	All Contracts	Include Interpreter		
ITNI.3	Sample Admission Packet			
ITNIII.3a	Bag Technique Policy			
ITNIII.3a	Handwashing Policy			
ITNIII.3	Infection Control			
NA	Billing Week			
	<b>Quality Documents</b>			
ITNIII.4	QAPI Meeting Minutes			
ITNIII.4a	Patient Experience Surveys			
ITNIII.4a	Quality Indicator Tracking Data			
ITNIII.4b	Performance Improvement Projects			
ITNI.4	Complaint process			
NA	Recent Survey Results	As Applicable, since last Comprehensive visit		
ITNIII.4b	Annual Evaluation			
	<b>Policies and Procedures</b>			
ITNIII.1	Policy Manuals	Administrative and Operational Clinical Policies and procedures		
Standard(s)	Item	Comment(s)	Requested	Provided
	<b>General Documents</b>			

ITNIV.1a, ITNIV.1b	List of Governing Body Members and Positions			
ITNIV	Governing Body meeting minutes			
ITNIV.1a	State and/or Business License(s)	As Applicable		
	<b>Financial Documents</b>			
ITNIV.1c	Capital Expenditure Plan			
ITNIV.1c	Operational Budget			
	<b>Operational Documents</b>			
ITNIV.2a	Organizational Chart			
ITNI	CLIA Certificate(s)	As Applicable		
ITNIII.2A	Emergency Preparedness Plan			
INTIV.4b	Clinical Competency Documentation	For each discipline		
ITNIV.4b	Annual In-service Education Provided			