

Infusion Therapy Document Request List

Note: This is a guideline. Additional information to include State specific requirements (as applicable) may be requested at any time during the site visit.

***Denotes policies/documents to be provided within first 2 hours of site visitor arrival**

Standard(s)	Item	Comment(s)
	General Documents/Information	
	*Billing Week	(IE: Week starts Sunday or Monday per agency)
ITNI.1	*Scope of services	Identifies the services and products available and accessible to patients.
NA	*Unduplicated Admissions	Patients served within the last 12 months
NA	*List of Active Patients	Include SOC, Dx, Services Provided
NA	*List of Discharged Patients	Termed within the last 30 - 60 days
NA	*Current Visit Schedule	
ITNIV.4a	List of Personnel - Active/Terminated	Include Date of Hire, Position/Discipline
ITNIV.5;	All Contracts	Include list of contracted staff and interpretive services
ITNI.3	*Sample Admission Packet	Include language specific documents
	Quality Documents	
ITNIII.4	Complaint and On-call Logs	
ITNIII.4	Performance Improvement Projects/Activity	Quality Indicator Tracking Data, Performance Improvement Data, Clinical Record Review; Patient Satisfaction Surveys; Infection Control Surveillance; Adverse Events
NA	Recent Survey Results	From local, State, federal agency
	Performance Improvement Meeting Minutes	
	Policies and Procedures	

ITNIII.1; ITNIII.3a; ITNIII.2d; ITNIII.1c ITNIII.1b	Policy Manual(s): <ul style="list-style-type: none"> • Service Specific Policies • Human resources • Administrative • Operational • Clinical 	Infection Control, *Hand washing and bag technique policy; Emergency Preparedness; QAPI
Standard(s)	Item	Comment(s)
	Governance Documents	
ITNIV.1a, ITNIV.1b	List of Governing Body Members and Positions	
ITNIV	Governing Body meeting minutes	
	Strategic Plan	
ITNIV.1a	*Service or Business License(s)	As applicable per State requirements
ITNI	CLIA Certificates	As applicable if conducting point of care lab testing
	Financial Documents	
ITNIV.1c	Operational Budget	
ITNIV.1c	Capital Expenditure Plan	
	Operational Documents	
ITNIV.2a*	*Organizational Chart	
	Training and Competency Program	Service Specific
	Orientation Program	
INTIV.4b	Clinical Competency Documentation	
ITNIV.4b	Annual In-service Education Documentation	As applicable per State requirements per discipline
ITNIII.2A	Emergency Preparedness Plan	All elements of the standard including implementation and testing.