

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	Discharged 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, ITNIV.5a	All Contracts	Include a 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: Meeting Minutes
NA	Recent Survey Results	From local, State, federal agency

Policies and Procedures		
ITNIII.1; ITNIII.3a; ITNII.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	Applicable governing body meeting minutes
ITNIV.1a	*Service or Business License(s)	As applicable per State requirements
ITNIV.1a	CLIA Certificates	As applicable if conducting point of care lab testing
Financial Documents		
ITNIV.1c	Operational Budget	
Operational Documents		
ITNIV.2a	*Organizational Chart	
ITNIV.4b	Training and Competency Program Orientation Program Clinical Competency Documentation	Discipline Specific
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.