

Follow Up

Key Points on Follow Up Document – *Scanable or Electronic*

1. Emailed

- An email will be sent with a Word document attachment to the person responsible for correcting an issue that was found non-compliant during rounds.

2. Personalized Instructions

- This portion of the document contains specific instructions on how to completely fill out the follow-up form and the email address to send the completed form to.

3. Detail of the Non-Compliant Item:

Outlined on this portion of the form is the following:

- Item Detail: the specific question that failed or was non-compliant
- Item Score: how the question was scored by the Inspector

4. Detail Comments

- The specific comments as to why the Inspector scored the question as Non-Compliant and what needs to be corrected, will be located on this section of the form.

5. Corrective Action

AREA TO BE COMPLETED by recipient of email, please make sure to answer all questions:

Correction Date: Date the non-compliant item was corrected

Corrected by: Who corrected or was responsible for correcting the non-compliant item

Status: Please mark the correct status (*Items are open until status has been marked completed*)

Corrective Action: What action was taken to correct the non-compliant issue.

Sample Hospital TJC - INTRA (5125)
Follow-Up Issue

Readiness Rounds

12/16/2008

Below you will find a list of Non-Compliant items scored during a recent audit. These items require corrective action in order to complete the documentation process.

2 In the Corrective Action section below, please enter the date, who corrected the item and whether the item is Completed or still Incomplete along with a description of the corrective action taken. Incomplete items will be documented and reminders returned until the item is completed.

Please save the document with your additional notations and then return it to Readiness Rounds at processing@readinessrounds.com

Reminders will be sent every 14 days until documentation is completed.

Client Contact Signature

Issue Description

Area: 011 - 2 North
Survey Code: 08 12 011 0101

Service: 001 - Nursing

Survey: December 2008
Category: A. Chart Audit

3 Item Inspected: **Blood Component Match**

Item Detail: Two patient identifiers used when administering blood, blood components, or when collecting blood specimens of other samples. Standard: NPSG.01.03.01 EP1, NPSG.01.03.01 EP2 ...

Item Score: Non-Compliant
Inspected By: **Not Specified**
Inspected Date: **12/15/2008**

4 **Issue Description:**
12/15/2009 Tue Not Specified: Only one pt identifier used by nurse

Corrective Action

5 Correction Date: _____

Corrected By (Name): _____

Status: [] Completed
[] Incomplete

Estimated Completion Date: _____

Corrective Action Notes: _____