|  |
| --- |
| **LEVEL TWO – SELF SERVICE** |
| **Self-Assessment**:Completed using YSN assessment tools provided. Sent to YSN for review and Action Plan**2-3 GoToMeetings:**Review assessment action plan and on-going process. Assist with implementation**Mock Survey:**Determined by Organization when they feel they have implemented everything.  |
| **Targeted Corporate Review****NOT INCLUDED** |
| **Governance Survey and Board Training****NOT INCLUDED** |
| **Change Management Training****Darlene Norberg*** GoToMeeting/Presentation
* Follow-Up
 |
| **Website Audit****Embellish Marketing/Beth Chase****NOT INCLUDED** |
| **Personnel Policy Manuals – State Specific** * Personnel Policy Manual
* Employee Specific Policy Manual
* Volunteer Policy Manual
 |
| **HR Forms and Onboarding Check Lists****Job Descriptions** |
| **Organization/Operations/Board Policy and Procedure Manual** |
| **Online Training Access:*** Emergency Preparedness
* Work Place Violence
* Ergonomics
* OSHA
* HIPAA
 |
| **Medical Policy Manual – Assistance with Implementation****11-13 Sections Depending on Services Provided****(Organization Customizes)** |
| **Medical Bylaws****Credentialing Policy and Procedures****Credential All Physicians/Nurse Practitioners/Physician Assistants/Certified Nurse Midwives****(Limit 3)** |
| **Peer Review Protocols and Forms**  |
| **Board and Staff Meeting Minute Templates and Review** |
| **Necessary Standing Order Forms** |
| **Medical Record Forms Assessment and New Forms if Applicable** |
| **Log Books:*** Clinical Records and Health Information
* Diagnostic Imaging
* Emergency Preparedness
* Equipment Maintenance
* Exposure Control
* Hazard Communication
* Infection Control
* Medical Laboratory
* Pharmaceutical Services
* Pregnancy Testing
* Rights of Patients
* STI Testing, if applicable
 |
| **Plans:*** Exposure Control Plan
* Risk Management Plan
 |
| **Quality Improvement:*** Quality Improvement Plan
* Patient Satisfaction Survey (PSS)
* Excel Spreadsheet to compile data and trend – done by organization
* Training for QIP Plan/Process
 |
| **HIPAA and/or State Privacy and Security Rules and Regulations*** Comprehensive HIPAA Manual
* All forms and tools
* State Specific Information
 |
| **Unlimited Email and Calls** |
| **Unlimited Forms Developed per Request** |
| **Resource Programs Policy and Procedures****NOT INCLUDED** |