

Virtual Visit Reviewer Checklist Level IV

Pre-Virtual Visit

- Request access to file transfer application. See *Level IV Virtual Visit Reviewer Guidelines* for instructions. Refer to the virtual visit confirmation email for the specific folder you need to request in the file transfer application.
- Review and become familiar with the virtual visit documents.
 - Level IV Virtual Visit Reviewer Guidelines
 - Level IV Virtual Visit Agenda
 - Michigan Criteria
 - Level IV Criteria Quick Reference Guide
 - Level IV Performance Improvement Checklist
 - Level IV Tour Equipment Checklist
 - Site Review Report Template
 - Site Review Report Example
 - Site Review Report Checklist
 - Site Reviewer Invoice
- Ensure you have received the Zoom link for the virtual visit.
- Thoroughly review the facility's PRQ and Designation Application. Both will be uploaded to the file transfer application at least 45 days prior to the scheduled visit.
- Lead Reviewer - highlight the chosen charts on the Chart Review Selection (CRS) Template and add the reviewer's name to each chosen chart once provided by the hospital. This must be completed within 10 days of the hospital uploading the CRS Template.
- Review charts and program documentation uploaded by the hospital that is assigned to you. These will be uploaded into the file transfer application 14 days prior to the scheduled visit.
- Attend pre-review meeting scheduled by hospital to ensure all technical and logistical questions are addressed. Make sure you have opened documents prior to the meeting to ensure you have access to the charts and supporting documents.
- Contact fellow reviewer to discuss individual chart review and organize for the virtual visit.

Virtual Visit Day:

- Ensure you have a quiet workspace to conduct the review.
- Join the Zoom meeting 5-10 minutes prior to the start of the review day to ensure you have access.

Post Virtual Visit:

- Attend de-brief with state staff immediately following the visit to discuss the virtual process.
- Complete the site visit report (Lead Reviewer). Use the *Site Report Template* provided. While writing the report, use the *Site Review Report Checklist* as a guide.
- Ensure both reviewers have signed the site visit report (electronic signature acceptable). The final report can be sent in by either uploading the report (Word® version) to file transfer application or via email to the TraumaDesignationCoordinator@michigan.gov mailbox within 3 weeks after the visit date.
- Return all the forms used for the virtual visit uploading them into the file transfer application.
- Complete, sign and submit the invoice after the visit to the State Trauma Designation Coordinator at TraumaDesignationCoordinator@michigan.gov. If requested, submit a W-9.
 - Physician Fee: \$1300
 - Nurse or Physician Assistant Fee: \$800
 - Lead Reviewer Fee: \$200
- Reminder: Two editors from the Designation Subcommittee will be reviewing the site visit report. One or both editors will be contacting you.
- Once the designation determination is received, delete the site visit report and any other electronic documents from your computer.