

Virtual Focused Visit Reviewer Checklist Level IV

Pre-Virtual Focused Visit

- Request access to file transfer application. See *Level IV Virtual Focused Visit Reviewer Guidelines* for instructions. Refer to the virtual focused 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 Focused Visit Reviewer Guidelines
 - Level IV Virtual Focused Visit Agenda
 - Facility's PRQ and Designation Application from original site visit
 - Site visit report and designation determination from original site visit
 - Michigan Criteria
 - Level IV Criteria Quick Reference Guide
 - Level IV Performance Improvement Checklist
 - Focused Review Report Template
 - Site Reviewer Invoice
- Ensure you have received the Zoom link for the virtual visit day.
- Thoroughly review the facility's PRQ and site report from the original site visit. The documents will be available to reviewers after the focused visit date is confirmed.
- 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 10 days prior to the scheduled focused visit.
- Attend pre-review meeting scheduled by hospital to ensure all technical and logistical questions are addressed.
- Contact fellow reviewer to discuss individual chart review and organize the virtual focused visit day.

Virtual Focused 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 Focused Visit:

- Attend de-brief with state staff immediately following the focused visit to discuss the virtual process.
- Complete the focused visit report (Lead Reviewer). Use the Focused Report Template provided.
- Ensure both reviewers have signed the focused visit report (electronic signature acceptable). Upload the final focused visit report (Word version) to the file transfer application or via email to the TraumaDesignationCoordinator@michigan.gov mailbox within 3 weeks after the virtual focused visit date.
- Return all the forms used for the virtual focused visit day by uploading them into the file transfer application.
- Complete, sign and submit the invoice after the focused visit to the State Trauma Designation Coordinator at TraumaDesignationCoordinator@michigan.gov. If requested, submit a W-9.
 - Physician Fee: \$800
 - Nurse or Physician Assistant Fee: \$500
 - Lead Reviewer Fee: \$200
- Once the designation determination is received, delete the focused visit report and any other documents from your computer.