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ARC® A PROGRAM OF OREGON MEDICAL ASSOCIATION
AMBULATORY RECORDS CERTIFICATION
Endorsed by WSMA WashingtonStateMedicalAssociation

MUST BE COMPLETED PRIOR TO CHART REVIEW
(ONE PER CLINIC)

ARC 2005

PATIENT SAFETY SELF-ASSESSMENT SURVEY

The purpose of the Patient Safety Survey is to evaluate systems in your office which affect patient safety/loss prevention. Please complete the Patient Safety Self-Assessment Survey prior to reviewer arriving at your office. The ARC reviewer will conduct a chart survey to verify that systems are in place in your clinic. Some clinics may not have systems in place in which case, you may use the survey instrument to determine systems that need to be developed. The ARC reviewer may be able to provide suggestions or samples for you to implement. This is not a "pass/fail" review. The intent is to assist you in evaluating and developing systems that will improve patient safety and address risk management.

Medical History

Please circle one response:

Question	0 Never	1 Sometimes	2 Always
Is past medical history found in the chart?	0 Never	1 Sometimes	2 Always
Is past surgical history found in the chart?	0 Never	1 Sometimes	2 Always
Is family history found in the chart?	0 Never	1 Sometimes	2 Always
If there is current history of tobacco use is there documentation of tobacco cessation advice found in the past year?	0 Never	1 Sometimes	2 Always
Children and adolescents (18 years and younger): is there documentation of prenatal care, birth, surgeries and childhood illnesses?	0 Never	1 Sometimes	2 Always

Prescription Medications

Question	Rating
Is there a separate medication sheet in the chart that lists acute as well as chronic medication?	**0** Never **1** Sometimes **2** Always
Is there documentation of review of patient's medication use, including prescription medicines as well as over-the-counter (OTC) that is easily found in record? (OTC medicines include vitamins, minerals, herbal preparations and supplements.)	**0** Never **1** Sometimes **2** Always
Are medication allergies prominently displayed in the chart?	**0** Never **1** Sometimes **2** Always

Administration of Controlled Substances for "Intractable Pain"

Refer to the Oregon Medical Association Medical Legal Handbook pages 142-144, 215 or the Oregon Board of Medical Examiners website (http://www.bme.state.or.us/PDFforms/MaterialRiskNotice.pdf)

Question	0 Never	1 Sometimes	2 Always
Is there documentation in the chart of an assessment of the patient's condition relative to the use of controlled substances for "intractable pain"?	**0** Never	**1** Sometimes	**2** Always
Is there a "Material Risk Notice" found in the patient's chart?	**0** Never	**1** Sometimes	**2** Always
Is there documentation of actions taken in follow-up regarding the prescribing of controlled substance for "Intractable Pain"?	**0** Never	**1** Sometimes	**2** Always
Is a Pain Contract found in the chart (optional)?	**0** Never	**1** Sometimes	**2** Always

FOLLOW-UP

Results of Laboratory, Imaging and Consultations are obtained

	Laboratory Tests	Imaging Studies	Consults
If reports are in the chart is it demonstrated that the practitioner has reviewed the reports?	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always
Is there documentation of follow-up on abnormal reports?	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always	
PCP: Is there documentation of follow-up on consultant recommendations? Specialists: Is there a report to the referring practitioner?			0 Never 1 Sometimes 2 Always
If there is no follow-up of abnormal laboratory, imaging, and/or consultant recommendations, is it because patient was not compliant?	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always
If patient was noncompliant, is there documentation of follow-up efforts with the patient?	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always
Is there documentation of diagnostic tests, when indicated by patient's personal or family history, and age appropriate preventive tests? For purposes of this review we are looking specifically for colorectal cancer screening (persons > 50 yrs or family history), but question may relate to other significant findings.	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always	0 Never 1 Sometimes 2 Always

FOLLOW-UP

Discharge from Hospital or Extended Care Facilities

	Hospital			Extended Care Facility		
If a patient was hospitalized, is there a copy of the discharge summary in the chart?	**0** Never	**1** Sometimes	**2** Always	**0** Never	**1** Sometimes	**2** Always
Is there documentation that the discharge summary came to the practitioner's attention?	**0** Never	**1** Sometimes	**2** Always	**0** Never	**1** Sometimes	**2** Always

Health Literacy

Health Literacy is the ability to read, understand and use health information to make appropriate healthcare decisions, and to follow instructions for treatment. You probably see patients everyday that have trouble reading and understanding health information. Patients may be verbally articulate, appear well educated and knowledgeable yet fail to grasp disease concepts or understand how to carry out medication regimens properly.

Question	0	1	2
Does the practitioner determine if there are language and/or cognitive barriers to the patient's ability to understand medication usage, diagnostic procedures and follow-up, including consultations?	**0** Never	**1** Sometimes	**2** Always