

**BLUE CROSS BLUE SHIELD OF VERMONT OFFICE/FACILITY
ON-SITE REVIEW STANDARDS - ENVIRONMENT AND MEDICAL RECORD KEEPING SURVEY FORM**

Practice Name: _____ Practice NPI: _____ Practice Address: _____ Review Date: _____

OFFICE FACILITY SAFETY AND ENVIRONMENT		
INDICATORS	MET	NOT MET
<p>1. The office shall be accessible to individuals with disabilities consistent with ADA guidelines.</p>	<p>The office is accessible to individuals with disabilities if all the following criteria are satisfied:</p> <ul style="list-style-type: none"> a. Designated parking available with appropriate sign/symbol in place. b. An entrance ramp provided where needed. c. Entryways wide enough to accommodate a wheelchair (at least 36 inches wide for adult wheelchair). d. Bathroom(s) with safety bars and of sufficient size to accommodate a wheelchair and provide privacy. <p>Note: When minor alterations are “readily achievable” and not cost prohibitive, and are accomplished, this indicator is considered to be met. Other structural modifications/alterations could be made when major redesign or remodeling of the office facility occurs.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The office has made no provisions or no plan to accommodate individuals with disabilities as described in the “Met” column. <input type="checkbox"/> The reviewer needs to use judgment in evaluating what efforts have been made with reference to the Americans with Disabilities Act (ADA).
<p>2. Patient examining rooms/consulting rooms shall be designed to ensure patient comfort and privacy.</p>	<p>Patient examining rooms/consulting rooms are designed to ensure patient comfort and privacy if all the following criteria are satisfied:</p> <ul style="list-style-type: none"> a. All rooms used to see patients are private rooms with doors that close and provide adequate space for patient examination. b. The waiting areas and exam rooms contain adequate lighting and seating arrangements for patients and caregivers. c. The reception, waiting and exam areas provide for privacy during medical information exchanges. d. The environment contains no clutter or filth. 	<ul style="list-style-type: none"> <input type="checkbox"/> Rooms that are used to see patients have no doors that close and/or do not provide adequate space for patient examination. <input type="checkbox"/> Lighting does not provide for ease of reading printed materials. <input type="checkbox"/> Seating arrangements contain less than two chairs per patient scheduled in the waiting area and/or less than two chairs in each exam room. <input type="checkbox"/> Conversations containing the medical information of others can easily be overheard. <input type="checkbox"/> Patient exam rooms and/or waiting areas are cluttered or dirty.

**BLUE CROSS BLUE SHIELD OF VERMONT OFFICE/FACILITY
ON-SITE REVIEW STANDARDS - ENVIRONMENT AND MEDICAL RECORD KEEPING SURVEY FORM**

ADMINISTRATIVE/MEDICAL RECORDS (Electronic and Paper-based)		
INDICATORS	MET	NOT MET
1. There shall be evidence that the confidentiality of the medical records is secured.	The confidentiality of the medical records is secured when the following elements are met: a. Policies/procedures for authorization of record release. b. Storage of medical records away from public access. c. Policies/procedures for transporting medical records to and from multiple clinic sites (if applicable) that address how confidentiality of the medical record is secured during the transportation process.	<input type="checkbox"/> The office/facility has made no provisions to meet the standard as described in the "Met" column.
2. There shall be evidence that the medical records are physically safe.	The medical records are considered physically safe when the following elements are met: a. Medical records are stored in an area that is reasonably protected from floods, fires and/or theft. b. Policies/procedures for transporting medical records to and from multiple clinic sites (if applicable) that address physical safety of the medical record being transported.	<input type="checkbox"/> The office has made no provisions to meet the standard as described in the "Met" column.
3. Legible file markers.	a. Each record is clearly labeled and easily identified.	<input type="checkbox"/> Individual charts cannot be identified.
4. Records can be easily located.	a. Records can be located and retrieved independently by those who need the record.	<input type="checkbox"/> Retrieving individual records takes an abundance of time and resources to achieve.

Blue Cross Representative: _____
(Name/Title)

Practice Representative: _____
(Name/Title)