

Administrative and Documentation Inspection

Checklist Category
Patient Records

Checklist Name	Answer Type
Is there accurate and secure maintenance of patient records?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Are all necessary compliance documents verified up to date?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Does the patient's identification match the medical records?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Does the patient understand the treatment plan?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Are the patient's allergies documented?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA

Checklist Category
Staff Information and Credentials

Checklist Name	Answer
Do all staff have valid and up-to-date credentials and training?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is the career, educational, and training history of staff verified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Does the hospital provide annual reviews for staff?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is there a personnel file for each employee?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Does the Hospital Staff Health Program cover all staff members?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is the hospital governing body defined?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA

Checklist Category
Policies and Procedures

Checklist Name	Answer Type
Are all policies and procedures documented and accessible?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is there an available admission, discharge, and transfer system?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Does the hospital director recommend planning for all governing bodies?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is there a Hazardous Chemicals, Substances, and Dangerous Goods Policy in place?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA
Is the Health Insurance Policy document verified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No NA