



**RuralHealthClinic.com**  
*Experienced Knowledge*

## **RHC Annual Evaluation, Mock Inspection, and RHC Survey Prep Agenda**

1. Introduction and Contact Information
  - a. Obtain Contact Information, names, email addresses, and title for reporting.
  - b. Secure a location to go over the Mock Inspection Form with the manager or whoever the clinic wants involved in the process.
2. Progress Report
  - a. Report to the office manager the progress of the conversion to an RHC and what to expect in the future.
3. Mock Inspection
  - a. Go over with the office manager the Mock Inspection form. Provide a copy of the form to the office manager as well, so she can read along.
  - b. Complete the pages that do not require walking through the clinic (basically all but 5 or 6 pages)
  - c. Look for the Policy Manuals and review. If from HBS, just make sure they are signed.
  - d. Take the six pages of the mock inspection that require walking around and go through the clinic indicating weaknesses or things that must be improved.
4. Evidence Binder
  - a. Go over the requirements of the Evidence Binder and provide a checklist of what is needed.
5. Resources
  - a. Go Over the Resources including the forms we have developed for RHCs



**RuralHealthClinic.com**  
*Experienced Knowledge*

- b. Remind them of the Emergency Preparedness Tabletop session that will be required.
- 6. Survey Reminders.
  - a. Remind the office manager to call us when the surveyor shows up.
  - b. Remind the office manager to train the receptionist on what to do when the surveyor arrives.
- 7. Exit Conference
  - a. Remind office manager of major issues with certification based upon the mock inspection.
  - b. Indicate when you expect the report to be completed and delivered to the clinic.

## **Steps to Prepare for the RHC Inspection**

**1. Prepare RHC Policy and Procedure Manual as well as Emergency Preparedness P and P Manual, OSHA Manual, and HIPAA Manual.**

2. Train personnel in RHC Policies, Emergency Preparedness, OSHA, and HIPAA. Document training and approve policies.

3. Start Acting like a Rural Health Clinic. Implement required Forms and processes including Medical Director Review of Charts.

4. Prepare an Evidence Binder for the Inspector. Copy Records that will be requested by the Inspector for them to review.

5. Conduct a Mock Inspection and Prepare an Annual Evaluation

6. Perform and document two Emergency Preparedness Drills.