



RuralHealthClinic.com
Experienced Knowledge

Annual Evaluation of the RHC Program Checklist

#	Description	Status
1.	Compliance with Federal, State and Local Laws	
A.	Credentialing of all providers and licensed personnel	
B.	OSHA, HIPAA, TB, Hep B, training for all employees annually.	
C.	CPR/BLS training up to date for all required personnel per Policy	
D.	Date of last RHC Inspection (State, AAAASF, TCT)	
E.	Determine Date of next expected inspection.	
2.	Location of Clinic	
A.	Print Am I Rural Report and determine status?	
3.	Physical Plant and Environment	
A.	Preventive maintenance on equipment including calibration annually – (include inspection results, contracts, and invoices)	
B.	Fire Department Inspection	
C.	Fire Extinguishers have yearly maintenance by qualified servicing company.	
D.	Annual Fire Drill and other drill documentation	
E.	Conduct annual mock inspection/walkthrough to ensure continued compliance with RHC regulations.	
4.	Organizational Structure	
A.	RHC Policies and Procedure Manuals reviewed, updated and signed by Medical Director, NP/PA, and Community Member.	
5.	Staffing and Staff Responsibilities	
A.	Protocols signed by NP/PA and Physician	
B.	Collaborative agreement signed by NP/PA and Physician	
C.	Medical Director is to review the percentage charts as prescribed in the state scope of practice regulations for the NP/PA/CNM.	
6.	Provision of Services	
A.	Hospital Inpatient services – Hospital privileges letter updated.	
7.	Patient Health Records	
A.	Follow all HIPAA regulations including annual training.	
B.	Ensure that Consent to Treat forms are all signed and dated within the last year.	



#	Description	Status
8.	Program Evaluation	
A.	Program Evaluation completed, filed in P & P manual, and signed by all members including the community member.	
B.	The Medical Director has reviewed at least 50 charts including some closed or inactive charts and the results of the review are reported in the Annual Evaluation/Program Evaluation Report and Meeting.	
9.	Emergency Preparedness	
A.	Date of the most recent review (revision, if applicable) of the Emergency Policies and Procedures.	
B.	Date the most recent “all hazards” assessment was performed or updated.	
C.	Date the most recent review (revision, if applicable) of the emergency plan.	
D.	Date the most recent review (revision, if applicable) of the Communication Plan	
E.	Date of the most recent training of staff on Emergency Preparedness	
F.	Date of the most recent contact with local EMA Director.	
G.	Date of first test of the Emergency Preparedness Plan and documentation in EP manual.	
H.	Date of second test of the Emergency Preparedness Plan and documentation in EP manual.	

Note: This checklist is not designed to capture everything a rural health clinic is required to stay in compliance with RHC regulations but is provided to give RHCs a general reminder of the major or condition level steps that must be completed annually to keep the RHC in compliance with RHC regulations. We recommend that RHCs maintain an Evidence Binder with copies of documents to provider the inspectors upon arrival.

For more information, please go to our website on RHC certification at <http://www.ruralhealthclinic.com/certification-materials> and join our Facebook Group at <https://www.facebook.com/groups/1503414633296362/> which will provide information on webinars and seminars from Healthcare Business Specialists.