

What is Peer Review?

Peer Review is performed every six months and includes reviews of both Random Cases and Unanticipated Operative Sequela using the required AAAASF forms and reporting format. A random sample of the cases for each surgeon must include the first case done by each surgeon each month during the reporting period for a total of six cases. If a surgeon using the facility has done less than six cases during a reporting period, that fact must be reported to the Central Office in writing and all of that surgeon's cases during that period must be reported. For example, if the surgeon only performed two cases that period, report those two cases online and notify AAAASF in writing.

A minimum of six cases per surgeon utilizing the facility or 2% of all cases in a group practice are reviewed every six months and reported to AAAASF. Please notify AAAASF if you choose to report 2% rather than six cases per surgeon. Also all unanticipated sequelae are required to be reported.

When does Peer Review need to be reported?

Currently, Peer Review is required to be reported twice a year.

Period I runs from January 1st through June 30th. You may begin reporting your cases online July 1st. All cases for Period I must be reported online by August 15th.

Period II runs from July 1st through December 31st. You may begin reporting your cases online January 1st. All cases for Period II must be reported online by February 15th.

Do we have to report Peer Review online?

Yes peer review must be reported on-line. If you do not wish to report your Peer Review online, hard copies may be submitted to the AAAASF office for a processing fee of \$100.00 per surgeon.

What is an Unanticipated Operative Sequela?

An unanticipated Operative Sequela is anything unplanned that occurs within 30 days of a procedure such as (but not limited to) unplanned hospital admission, allergic reaction to medication, incorrect needle or sponge count, patient or family complaint, infection etc....

All Unanticipated Operative Sequelae must be reported when submitting Peer Review.

Where are the Random Review Forms and Unanticipated Sequelae Forms located?

The Random Review Forms and Unanticipated Sequela Forms are available on the AAAASF website at www.aaaasf.org. Click the red "Peer Review Forms" link located on the left-hand side of the screen and print. The forms are also available in the Resource Guide, section 700.2 and 700.3a.

Where do I find my User ID and Password?

The Facility Director's User ID and Password should be used to gain access to the website (in order to enter Peer Review) and to enter of all Peer Review. Your doctor's User ID and Password is located on the attached form. If you are having trouble logging in with your User ID and Password please contact the AAAASF 888-545-5222.

What is a Reviewing Physician?

The reviewing physician is the physician who reviewed the cases for your surgeon. If the Reviewing Physician has never reviewed cases for your surgeon before, be sure to have their medical license number handy, as they may need to be added to the AAAASF data base. The reviewing physician must be in your group. If you need help adding the reviewing physician to your group call the AAAASF office at 888-545-5222.

How do I add a surgeon to my group?

Your group must consist of all the physicians who performed procedures that period and must also include the reviewing physician(s).

Once logged in, click on “Peer Review” on the upper left hand side of the screen. This will bring you to “Peer Review Reporting Management”. Scroll down to the center of the page, you will see in black bold letters:

2007 Period 1 January 1, 2007 – June 30, 2007

Below, the name of your group should appear in red. Click on the name of your group. This will bring you to “Manage Peer Review Group”. Scroll down to the bottom of the screen under “Add Surgeon to Group”. Enter the doctor’s last name in the last name field and click on the lower right-hand “select” button. If the doctor that you would like to add to your group is in the data-base his/hers name will appear at the bottom of the screen. If your doctor’s name appears, click “add”. Immediately, that doctor will appear in your group.

How do I delete a surgeon from my group?

Once logged in, click on “Peer Review” on the upper left hand side of the screen. This will bring you to “Peer Review Reporting Management”. Scroll down to the center of the page, you will see in black bold letters:

2007 Period 1 January 1, 2007 – June 30, 2007

Below, the name of your group should appear in red. Click on the name of your group. This will bring you to “Manage Peer Review Group”. Scroll down to “Group Member Management”. Here you will see all of the doctors currently in your group. Find the doctor you would like to remove and click “delete” to the right of his/her name. This will immediately remove that surgeon from the group.

Prior to Peer Review Data Entry You Will Need:

- Six completed Random Review Forms for each surgeon in your facility (or 2% of all cases) **and** all completed Unanticipated Sequela Forms.
- Your Facility Director's User ID and Password

How to Enter Peer Review (instructions for facilities that entered Peer Review last period)

- Enter the AAAASF Website at www.aaaasf.org
- Login with your Facility Director's User ID and Password
(Sometimes a Notification Screen will appear, simply select "acknowledge")
- Click on Peer Review on the Upper Left-hand side of the screen.
- Scroll down to the bottom of the screen under "Other Reporting Periods" and click on the name of your group from last period (this link should be red).
- "Manage Peer Review Group" screen will appear and select "Renew"
- Scroll down to the bottom of the "Manage Peer Review Group" page and click on "Close Window".
- This will bring you back to "Peer Review Reporting Management". Scroll down to the center of the page, you will see in black bold letters **2007 Period 1 January 1, 2007 – June 30, 2007**. Below, the name of your group should appear in red and the names of your doctors should appear directly below that - also in red.
- To the right of each doctor's name in red is an "add Random Review" link, click this link to open the screen to enter a Random Review for that particular doctor. Click "add Unanticipated Sequela" to enter an Unanticipated Operative Sequela for that particular doctor.
- Once the Random Review Page or Unanticipated Sequela Screen appears you may enter the information as indicated. Be certain to complete each field as the system will not accept the review if fields are left empty.
- Once all data has been entered scroll to the bottom of the screen and select "Submit"

(Sometimes the system will ask you to confirm the log range, simply scroll to the bottom of the page and click "confirm").

- If the system accepts the information it will bring you back to the "Manage Peer Review Group" screen. Where you will be able to see how many cases you have entered for the doctors (to the right of their names).

(If you remain on the Random Review page after selecting "Submit" there is a problem with the data that you have entered. Scroll up to the top of the page and look for an error message in red. Remember, all fields must be completed. Try clicking "Submit" again after double checking your data entry).

How to Enter Peer Review (these instructions are for new facilities OR those facilities who did not submit Peer Review last period).

- Enter the AAAASF Website at www.aaaasf.org
- Login with your Facility Director's User ID and Password
(Sometimes a Notification Screen will appear, simply select "acknowledge")
- Click on "Peer Review" on the Upper Left-hand side of the screen.
- Click on "Create a New Group"
- Select the period in which you will be entering Peer Review, name your group (the name of your group is up to you, no specific verbiage is necessary) and click on "Create"
- This will bring you back to "Peer Review Reporting Management". Scroll down to the center of the page, you will see in black bold letters **2007 Period 1 January 1, 2007 – June 30, 2007**. Below, the name of your group should appear in red and the names of your doctors should appear directly below that - also in red.
- To the right of each doctor's name in red is an "add Random Review" link, click this link to open the screen to enter a Random Review for that particular doctor. Click "add Unanticipated Sequela" to enter an Unanticipated Operative Sequela for that particular doctor.
- Once the Random Review Page or Unanticipated Sequela Screen appears you may enter the information as indicated. Be certain to complete each field as the system will not accept the review if fields are left empty.
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