

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.

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. Please contact the AAAASF office at 888-545-5222 to have a reviewing physician added to the database.

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

- 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 the name of your surgery center in bold read letters.
- At the top of the screen enter the total number of cases that were performed in your facility this period and click the "Edit" button.
- Scroll down to the middle of the page. Click on the red "Random Review" button to enter a Random Review or the red "Unanticipated Sequela" button to enter an Unanticipated Sequela.
- Once the information is completely filled out click the "Submit" button at the end of the page. Click "Random Review" or "Unanticipated Sequela" to enter the next case
- If you need to leave the screen in the middle of entering a Random Review click on the "Save" button which will save the Review as a "temporary". When you are ready to complete that Review simply click on the red "Show" button to the right of your physician's name and click on the temporary Review, complete the information and click "Submit"