PEER REVIEW

Step-by-step user guide for maneuvering the AAAASF Peer Review website and entering case information
Accessing the peer review site

Step 1: Go to www.aaaasdf.org.
Step 2: Click the peer review menu at the top of the page and click “login to peer review.”
Step 3: Push the “Login to Peer Review” button in the middle of the next screen.
Logging in
Step 1: Select your facility name from the dropdown list OR type your facility ID number in the field above user name.
Step 2: Enter your username and password and click the log in button.

If you have any questions regarding the username or if it needs to be changed, please call the Help Desk at 847-775-1970 x924.
Forgotten password

Step 1: Type in Facility ID# and click the “I forgot my password” link.

Step 2: Type in your email address (must be the Peer Review Administrator’s email address associated with the account) and create a new password.
Step 3: Open the email you will receive and push the “Confirm Password Reset” link. If this does not work, copy and paste the URL into your web browser.

Step 4: Push the “Please Click Here To Log In” link to proceed with logging into your account.

If you do not receive the email or if the clickable link or copy & paste link do not work to confirm your password reset, contact the help desk at 847-775-1970 x924.
Once logged in
Step 1: Click “Manage Current Period.”
Step 2: After entering the total number of cases performed during the period, push “Manage” next to the physician for whom you will be submitting cases.
Step 3: Push “Add Random Review” to start the first case submission.
Step 4: Complete the first portion of the case review, push “Submit This Page” at the bottom of the screen and then click “Next Page.”

If the reviewing physician’s name is not in the dropdown list, send an email with their first and last name and license number to helpdesk@aaaasf.org.

If the procedure is not listed in the dropdown list, send the requested addition via email to helpdesk@aaaasf.org.
Step 5: Finish entering the case review information and push “Submit This Page.” To enter your next random review, push the “Surgeon Submissions” link at the left side of the screen.
As you can see, the case is now listed with a “Complete” status. Push the “Add Random Review” button to proceed with the second case and repeat process until all reviews are entered. When you are ready to submit cases for another physician, push the “Peer Review Periods” link on the left side of the screen.
Once all cases have been submitted for each physician on staff, double check that it says “Compliant” under the status column.

Congratulations, you just completed your AAAASF peer review!
Frequently Asked Questions

Q: Do we have to review the first case of each month?
A: Yes, AAAASF Standards require providers to review the first case of every month for every surgeon.

Q: What if a physician didn’t perform a case during one or more of the months in the review period?
A: You can pull cases from another month to ensure a total of six reviews.

Q: What if a physician performs less than six cases in the period?
A: Have all charts reviewed that were completed and submit an override form. For example, if the physician only completed four procedures, review those four cases and submit the override form to have the remaining two required reviews exempted.

Q: How do I change or add my Peer Review Administrator?
A: The Medical Director must complete the “Peer Review Administrator Authorization Form” located on the AAAASF website under Peer Review/ Peer Review Documents. Email the completed form to helpdesk@aaaasf.org.

Q: What if the “Confirm Password” link does not work or the email is not received for password changes?
A: Some email systems may block certain links and will disable them from working. Either hold the Ctrl button down when selecting the link, or copy and paste the URL given in the email you receive into your web browser. Call the help desk at 888-545-5222 if you do not receive the email (be sure to check your spam folder).

Q: What if I don’t see my reviewing physician in the dropdown list?
A: If they have been selected previously as a reviewing physician, they may have defaulted to the top of the list. If they’re not in the menu at all, please send an email to the help desk with their name and license number to be added.

Q: Does the reviewing physician have to be in the same specialty?
A: No, the reviewing physician does not have to be in the same specialty.