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Peer Review FAQs

Why has Peer Review changed?

Through the years, AAAASF staff have received feedback from facilities that they find it difficult to hold onto a case for reporting until the end of the period. Many times, facilities would forget to report unanticipated sequelae that occurred in the beginning of a period.

The new Peer Review system not only accommodates this request but also has an intuitive functionality and design allowing facilities to easily enter random case reviews and sequelae in real-time. The change to quarterly reporting with year-round access allows facilities the flexibility of submitting their cases and sequelae when it is most convenient for them during the submission period. Facilities will now be able to submit sequelae at any time, even after the reporting period has closed.

Physicians will still be required to submit 12 random case reviews during a year – AAAASF still requires reporting on the first case from each month. Instead of two, six-month submission windows where 6 cases per physician are submitted there will be four, quarterly submission windows with 3 cases per physician are submitted.

Facilities will be able to run reports for their physicians to ensure compliance within a submission period and view past peer reviewed cases and sequelae. The ability to report sequelae as they happen will also allow AAAASF to monitor adverse event trends that could negatively impact patient safety.

What is Peer Review?

Peer Review is performed every three months and includes the reporting of 3 Random Cases for each surgeon/proceduralist and all Unanticipated Sequela using the required AAAASF forms and reporting format. A random sample of the cases for each surgeon/proceduralist must include the first case done by each surgeon/proceduralist each month during the reporting period for a total of three cases, plus all unanticipated sequela.

When does Peer Review need to be reported?

Peer Review is reported quarterly through the online portal. The online portal is available throughout the year allowing physicians to report their peer reviewed cases at any time during the period during which they occurred. Late peer review cases submissions will be assessed a \$100 late fee per physician. Unanticipated Sequelae may be reported at any time through the online portal.

When you have logged into the online portal you will be able to choose the period that

corresponds to the case you are reporting:

Period I runs from January 1st through March 31st

Period II runs from April 1st through June 30th

Period III runs from July 1st through September 30th

Period IV runs from October 1st through December 31st

Do we have to report Peer Review online?

Yes, peer review must be reported on-line through the AAAASF Peer Review online portal.

What is an Unanticipated Sequela?

An Unanticipated Sequela is anything unplanned that occurs immediately, or at most 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. (See standards for full list of reportable events.) All Unanticipated Sequelae must be reported through the Peer Review system.

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

The Random Review Form and Unanticipated Sequela Form are available as PDFs on the [AAAASF website](#) and through the Peer Review online portal.

Where do I find my User ID and Password?

The Facility Administrator's User ID and Password should be used to gain access to the website to enter Peer Review. If you are having trouble logging in or have forgotten your User ID you may follow the online prompts to recover your login information or you can contact AAAASF at 888-545-5222. If you have forgotten your Password, you may follow the online prompts to reset your password through the online portal.

What is a Reviewing Physician?

A reviewing physician is the physician who reviewed the case(s) for your surgeon. Reviewing physicians must have an active MD, DO, DDS, or DMD license. He or she may be retired as long as his or her license is active. If the reviewing physician has never reviewed cases for your surgeon or if you cannot locate their name in the system, you may add the physician through the Peer Review online portal. You will need to have their medical license number to add him or her to the system.

In the state of California: All reviewing physicians must be of "like" or same specialty. This means that a plastic surgeon must review the cases of a plastic surgeon. An anesthesiologist cannot review the cases of a plastic surgeon.

If you would rather have AAAASF staff add the reviewing physician or if you have any questions you may call the office at 888-545-5222.

Please note:

If a surgeon/proceduralist using the facility has performed fewer than three cases during a reporting period, that information must be reported to the AAAASF office using the [Peer Review](#)

Exemption form. All the surgeon/proceduralist's other cases during that period must be reported. *For example, if the surgeon only performed two cases during the period you should review and report those two cases online and notify AAAASF by using the Peer Review Exemption Form that can be accessed on-line. The notifications may be e-mailed to helpdesk@aaaasf.org or faxed to 847-775-1985 (Attn: Peer Review)*

If a surgeon/proceduralist is no longer with your facility but has performed cases during a period, these cases (up to three during a quarter) and any unanticipated sequelae must be reported through the Peer Review system.

Prior to reporting for each period, make sure to review the list of physicians provided. Please contact AAAASF if you note discrepancies of surgeons/proceduralists immediately as this will impact your facility's reporting of Peer Review.