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To: Facility Directors & Administrators
From: Jeanne Henry, AAAASF Director of Accreditation
Date: May 24, 2019
RE: Peer Review Compliance

This is a courtesy reminder to help you remain in compliance

The 2019 Peer Review Reporting Period 1 (for cases occurring January 1, 2019 to June 30, 2019) **will open for reporting on July 1, 2019. The deadline for submission is August 15, 2019.**

We encourage you to start gathering the 6 cases per physician and any sequelae in advance. This will ensure you are prepared when the system opens in July.

If this is your facility's first time logging into peer review, you will be able to create your username and password when accessing the system for the first time.

Please note that we are updating the Peer Review system and there will be a new user interface that should make your experience easier. More information and updated user instructions will be sent out prior to the submission period opening.

Peer review is a mandatory component of AAAASF accreditation as required by the following standard:

700.020.010

Peer review is performed at least every six months (biannually) and includes reviews of both random cases and unanticipated operative sequelae using the 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 must be reported to the AAAASF Central Office and all that surgeon's cases during that period must be reviewed.

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- Enter cases through the online reporting system at www.aaaasf.org and follow the links for Peer Review. Your user name and password will be needed but the website also contains a "forgot password" function in case you need assistance.

As always, if you have any questions regarding the completion of your peer review, please contact the Peer Review Help Desk at 888-545-5222 or email helpdesk@aaaasf.org.

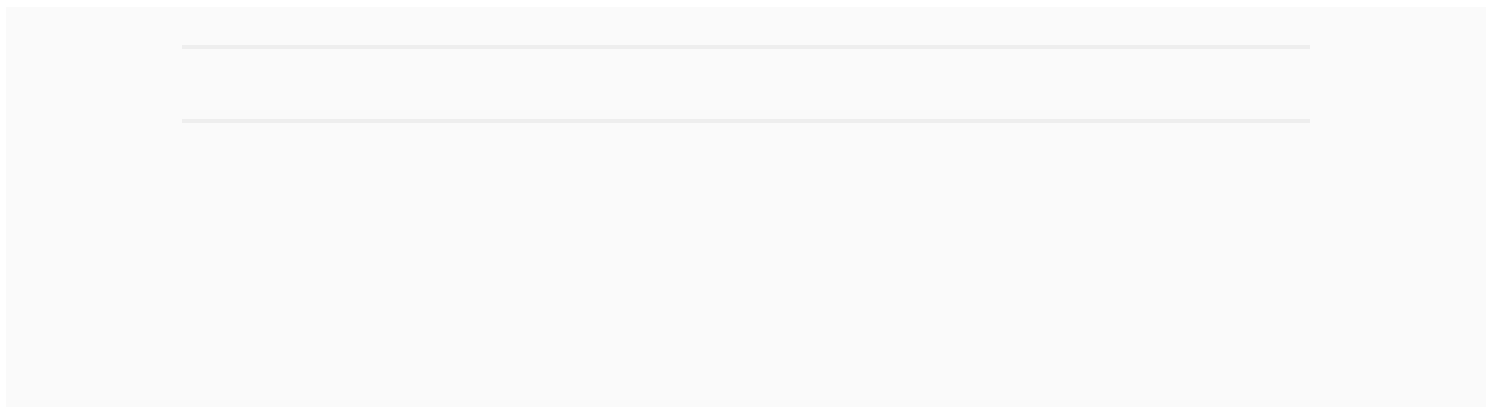


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 American Association for Accreditation of Ambulatory Surgery Facilities, Inc.
 P.O. Box 9500
 Gurnee, IL 60031

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