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## 2019 Peer Review Reporting Periods 1 and 2 Probation Notice

<< Test Facility Name >>

Random Case reviews for Peer Review Periods 1 and 2 are due August 31st. Please make sure your facility's physician(s) submit 3 random peer reviewed cases each and any sequelae that occurred during each period (the August 31 deadline includes 2 periods and therefore, requires 6 random cases for each physician). AAAASF will place accredited facilities that remain non-compliant with Peer Review reporting for Periods 1 and 2 on probation as of September 3, 2019.

**Facilities that are placed on probation have 60 calendar days submit their cases through the online Peer Review system. Each physician that is not compliant with the required Peer Review reporting will be charged a \$100 late fee per period.**

Failure to comply with this requirement by the end of the probation term may result in the revocation of the facility's accreditation.

If you have already submitted your facility's cases or submitted physician override forms you may disregard this message, we are processing such submissions. If you believe you have completed your facility's Peer Review reporting, please contact the [Peer Review Helpdesk](#) to confirm to avoid being placed on probation.

A list of [common procedures and associated CPT Codes](#) has been created. Facilities are now able to search for procedure by CPT Code.

This is the final opportunity to comply with the mandatory Peer Review reporting requirement through the online system without being placed on probation. Peer Review reporting is a mandatory component of AAAASF accreditation as required by standard 700.020.010.

If any physicians have performed fewer than 3 cases during the Peer Review reporting period, please complete the [Physician Override form](#) and send it to the AAAASF office. Please note, all unanticipated sequelae must be reported.

[Add a Case or Sequela](#) review.

This email is in addition to notices to all facilities about peer review on [May 24](#), [June 24](#), [June 27](#), [July 1](#), and [August 5](#). While we try our best to ensure all communications reach the intended recipients, we are aware that some facilities may not have received notices. Unfortunately, AAAASF has no control over recipients' email services or security programs and understands the current climate of cyber security. In order to ensure peer review communications reach you, please be sure to add [support@aaaasf.org](mailto:support@aaaasf.org) and [helpdesk@aaaasf.org](mailto:helpdesk@aaaasf.org) to your contacts or safe senders list and keep us up to date with valid email addresses for recipients.

More information including a [detailed walk-through](#), [FAQs](#), and [facility login](#) can be found on our website.

Thank you,  
AAAASF



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**Our mailing address is:**  
American Association for Accreditation of Ambulatory Surgery Facilities  
7500 Grand Avenue, Suite 200  
Gurnee, IL 60031

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