

Materials

- Identical registrar-level access to the electronic medical record for one week prior and one week following the validation date
- Identifier for each patient on the selected case list such as medical record number

Audit Staff Info

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Role	Program Manager	Registrar Validator
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Process*

Validation Interval	Responsibilities		
	MTQIP	Program Manager / Registrar	IT
4 weeks prior	Provides center staff with the following: <ul style="list-style-type: none"> ➤ Case list ➤ IT letter ➤ Conference link 	Provides IT with the following: <ul style="list-style-type: none"> ➤ BAA ➤ RAA ➤ IT letter ➤ Validation date 	
1 week prior		Tests access to EMR and confirms the following: <ul style="list-style-type: none"> ➤ Functionality ➤ Identical access of registrar 	Provides trauma staff and MTQIP with the following: <ul style="list-style-type: none"> ➤ EMR access ➤ Access instructions
Validation day 8 a.m.	Manually abstracts data on provided cases	Provides MTQIP with the following: <ul style="list-style-type: none"> ➤ Access tutorial ➤ EMR tutorial 	
Validation day 4:30 p.m.	Reviews findings with center staff		
1 week following		Provides MTQIP appeal	

		request, if applicable	
4 weeks following	Provides report summarizing findings		

**If access information is not provided to MTQIP by 5:00 p.m. on the Friday prior to validation then the visit will occur on-site on validation day.*

Errors

- In the event of a discrepancy, the registrar may identify/review their source in the medical record. If the validator and registrar still agree that a discrepancy exists, the definition is reviewed. In the event that the variable falls outside the definition, the coordinator will bring this to the attention of the program director to determine if the definition needs to be modified.