

Audit Staff

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Role	Program Manager	Registrar Validator
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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

Workflow

4 Weeks Prior

- **MTQIP:** Provides center staff with validation confirmation, IT letter, validation process, conference link, and case list.
- **Program Manager/Abstraction Staff:** Provides IT with IT letter, validation process, validation date, and agreements (BAA and RAA). Adds preferred patient identifier to highlighted cases on case list and re-uploads to Box (HIPAA-approved platform).
- **IT Staff:** Provides MTQIP with EMR access credentials and instructions.

1 Week Prior

- **MTQIP:** Tests credentials and EMR view. Provides confirmation of view to Program Manager/Registrar.
- 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.

Validation Day

- **Program Manager/Abstraction Staff:** Provides MTQIP with EMR tutorial.
- **MTQIP:** Manually abstracts data on provided cases. Upon completion, uploads validation forms to Box folder and reviews findings with center staff.

1 Week Following

- **Program Manager/Abstraction Staff:** If applicable, submits an appeal to MTQIP of any findings present in the EMR that are consistent with the data dictionary. Findings are submitted via Box as one file containing screenshots highlighting variables for review.

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.

Reports

- Facilities are provided a data validation report in approximately 4 weeks.