

## Audit Staff

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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 EMR access credentials and instructions.

### 1 Week Prior

- **MTQIP:** Tests credentials and EMR view. Provides confirmation of EMR view to Program Manager/Abstraction Staff.
- If MTQIP EMR access is not functional by noon on the Wednesday prior to validation, then the visit will be cancelled and added to next scheduling poll if possible. Centers that do not reschedule by the end of the calendar year will receive 0 points for the performance index validation measure.

## Validation Day

- **Program Manager/Abstraction Staff:** Provides MTQIP with EMR tutorial.

- **MTQIP:** 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, MTQIP will bring this to the attention of the MTQIP Program Director to determine if the definition needs to be modified.

### **Reports**

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