

Facilities providing primary care and obstetric and gynecological services must meet Neighborhood Health Plan of Rhode Island's (Neighborhood) facility requirements. Please review the requirements below and respond to whether/not your facility meets the condition. You may comment on your processes and/or attach applicable policies for each requirement.

Neighborhood retains the right to conduct a quality on-site assessment prior to the facility joining the Neighborhood network (initial credentialing), or in response to a complaint received from a member pertaining to the facility.

Ability to Handle Medical Emergencies in the Facility	Yes	No	N/A
Facility has the ability to manage unexpected medical emergencies and maintains in good working order equipment needed to manage emergencies, including:			
<ul style="list-style-type: none"> <li>• <b>Severe allergic reaction</b></li> </ul> Comments:			
<ul style="list-style-type: none"> <li>• <b>Cardio-pulmonary arrest</b></li> </ul> Comments:			
<b>Staff is trained and facility ensures that training is current</b> Comments:			
<b>Facility has a process for transferring patients to an emergency room</b> Comments:			
Physical Accessibility and Maintenance	Yes	No	N/A
<b>Office is handicapped accessible (including restrooms)</b> Comments:			
<b>Process for disposal of needle/syringes (if injectable medication is administered)</b> Comments:			
<b>Containers are out of reach of children</b> Comments:			
<b>Narcotics secured in double-locked storage (if narcotics are administered)</b> Comments:			
<b>Process for checking narcotics validation is in place</b> Comments:			
<b>Process in place for discarding narcotics</b> Comments:			
Internal Policies and Procedures:	Yes	No	N/A
Facility has documented processes for handling:			
<ul style="list-style-type: none"> <li>• <b>Patient grievances</b></li> </ul> Comments:			
<ul style="list-style-type: none"> <li>• <b>Employee training</b></li> </ul> Comments:			
<b>Hospitalization for patients needing inpatient care</b> Comments:			
<b>Practitioner coverage is available 24 hours per day 7 days per week</b> Comments:			

Medical Records Keeping and Confidentiality	Yes	No	N/A
Facility has policies and procedures regarding adequacy of medical record keeping (paper/electronic/both) which includes:			
<b>The patient record is secured and accessible to authorized personnel only</b> Comments:			
<b>Record is legible</b> Comments:			
<b>There is a written medical record policy that addresses security and confidentiality of the record</b> Comments:			
<b>There is a process for retention of active and inactive files</b> Comments:			
<b>There is a process regarding release of information requests</b> Comments:			
<b>Records are available to covering practitioners</b> Comments:			
<b>Consent or refusal of treatment is documented in the record</b> Comments:			
<b>All employees sign a confidentiality agreement and receive instruction regarding HIPAA</b> Comments:			

*By signing below, I attest that this Facility has the capability to handle the key areas specified above:*

**Printed Name:**

**Title:**

**Signature\*:**

**Date:**

*\*Attestation must be signed by the Medical Director, Practice Manager, or Chief Nursing Officer*

### Facility Information

<b>Practice Name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Site Liaison / Contact:</b>	<b>Contact Email:</b>	
<b>Service:</b>	<b>Primary Care</b>	<b>Obstetrics &amp; Gynecology</b>
		<b>Both</b>
<b>Medical Director:</b>		