

Program Evaluation, Mock Inspection, and Supporting Documents

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Virtual Program Evaluation & Mock Inspection Instructions

Due to COVID-19 processes that normally are done with an onsite visit are being performed virtually (ie Telehealth visits) through the duration of the Public Health Emergency (PHE). RHC Consultants face the same challenge of how to relay the information you need to pass the RHC inspection without our normal onsite presence. We conducted the virtual mock inspection on April 24, 2020 and have provided the following information to help you prepare for the state, AAAASF, or TCT inspection. We will describe what we provided and what you should do with this information as you ready your clinic for the inspection. If you need to find additional information about the certification process for a rural health clinic you can find it at the following locations:

- <https://www.ruralhealthclinic.com/client-questionnaires>
- <https://www.ruralhealthclinic.com/certification-materials>
- Facebook Group: <https://www.facebook.com/groups/1503414633296362/>

Program Evaluation

Please have each of the individuals listed on the signature page 3 sign the report after reviewing the Program Evaluation. Since you are not an RHC already this report is an example of what will be performed every

Once the Program Evaluation is signed and reviewed, place in Tab 25 of the Evidence Binder for review by the inspector and make a copy of the signed report and include in a folder to give to the state inspector.

Mock Inspection

The next document is the Mock Inspection Report prepared by Healthcare Business Specialists for the RHC to conduct the Mock Inspection. We went over this process during the hour and ½ webinar on Mock Inspections and the recording of the webinar can be viewed here after you sign in:

<https://attendee.gotowebinar.com/recording/3824062265447128065>

Once you have reviewed the mock inspection video again, please use our mock inspection report to ensure your clinic is ready for the state survey by going through the Mock Inspection report page by page.



TCT Mock Inspection

If the clinic is being inspected by The Compliance Team, we have their mock inspection report here. It is more extensive than the HBS Mock inspection which is designed to provide only the requirements of CMS to become a rural health clinic, while the TCT

Mock Inspection report has additional requirements in addition to the requirements from CMS. If the clinic is being inspected by TCT, please use this form for your Mock Inspection Report.

RHC Conversion Guide

The RHC Conversion Guide is a Google Doc (<https://tinyurl.com/u88v54w>) that guides RHCs through the RHC Conversion Process. RHCs should look closely at Phase 2 of the document and concentrate on the 9 pages of information prepping an RHC for the state inspection. There are an number of links to documents that RHCs should review and produce for the RHC onsite inspection.

Mock Inspection Presentation

On April 24th the virtual mock inspection was conducted and the presentation was is provided here for your reference. The recording of the session can be found here: <https://attendee.gotowebinar.com/recording/3824062265447128065>

Evidence Binder

The most important aspect of passing the RHC inspection is to have an Evidence Binder to present to the inspector when the RHC inspection begins. We provided a Table of Contents and if you will accumulate the information before the inspection that will make the inspection go much, much smoother. Your Evidence Binder should be maintained in a Notebook and continually updated. In addition, please make a copy of the Evidence Binder and give it to the inspector for them to take with them. This will ensure the inspector they have everything to show compliance with the conditions of participation to become a rural health clinic.

- [Evidence Binder Instructions](#)
- [Evidence Binder Table of Contents](#)

RHC Certification Assignment of Duties

About two months before the RHC state inspection, you should start acting like an RHC. Many of the things that you already do while you provide excellent care to your patients will have to be documented. This step of the process is to identify who needs to do what and how it will be performed and documented. To help with this process we have prepared a document that lists what should be done by position and we have provided some sample forms to help document what is being done.

- [ToDo List by Position and Forms to document compliance](#)

Begin by assigning duties from this list to the positions listed and select forms to help document compliance.

RHC Forms to Document Compliance

HBS has provided a number of forms to help the RHC document compliance with RHC rules. We have included a number of forms to help you document compliance. Please select the forms that you need to implement and start as soon as possible.

When you are Ready for the RHC Inspection

Most states require you to write a letter indicating that you are ready for the RHC inspection. Before you write that letter (or ask us to), we want to go over what you have done to prepare for the inspection by having a follow-up webinar. It will be about 45 minutes and we basically touch base with you on the major items that need to be taken care of ensure compliance with the RHC rules. Thank you for what you are doing. We appreciate you for working on the front lines of this war against COVID-19 and apologize for having to go this virtual route until the pandemic is over.