



# **Rural Health Clinic Evidence Binder**

## **Tab 1**

### **RHC Conversion Guide**

#### **Source**

<https://docs.google.com/document/d/1RvzevTq4PAkVpnucCvTSh3d001oij49rCqzLpTbFCPg/edit?usp=sharing>



# **Rural Health Clinic Evidence Binder**

## **Tab 2**

How to complete the Evidence Binder

## **Source**

<https://static1.squarespace.com/static/53c5f79de4b0f4932a3942a8/t/5dd042a148fc0223597a0164/1573929634142/2019+Evidence+Binder+Information+for+RH+Cs+for+Evidence+Binder+to+give+to+new+RHCs.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 3**

### Summary of Activities by Position

#### Source

<https://static1.squarespace.com/static/53c5f79de4b0f4932a3942a8/t/5c4e05004fa51a7413b6a64e/1548616962995/2019+Certification+New+Startup+Summary+of+Todo+List+by+position.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 4**

CMS-29 Form

Source:

This document can be found in the State RHC  
Application.



# **Rural Health Clinic Evidence Binder**

## **Tab 5**

Health Shortage Area Documentation

Source

<https://www.ruralhealthinfo.org/am-i-rural>



# **Rural Health Clinic Evidence Binder**

## **Tab 6**

List of Employees- Credentialing Info

Source

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Listing-of-Licensed-Employees-Tab-6-Table-TCT-Format-updated-2-20-2021.docx>



# **Rural Health Clinic Evidence Binder**

## **Tab 7**

### **Medical Licenses**

The clinic is to include copies of all medical licenses for providers in this section of the Evidence Binder.



# **Rural Health Clinic Evidence Binder**

## **Tab 8**

### **DEA Licenses**

The clinic is to provide copies of all DEA licenses in this section of the Evidence Binder.





## **Rural Health Clinic Evidence Binder**

### **Tab 9**

#### **CPR Certificates**

The clinic will include copies of current CPR certificates for all employees of the clinic.



## **Rural Health Clinic Evidence Binder**

### **Tab 10**

#### Annual OIG Exclusion

Go to <https://exclusions.oig.hhs.gov/> and enter the names of each employee (up to 5 per page). Clinic will do this monthly or at least annually.



## **Rural Health Clinic Evidence Binder**

### **Tab 11**

#### **NP/PA Protocols**

HBS will draft up a NP/PA protocol and save as a PDF in Canopy/Dropbox. The clinic will review the protocol and finalize or include a copy of the existing protocol.

**Source:**

<https://mark-lynn-r8he.squarespace.com/s/2021-Nurse-Practitioner-Protocol-Template-on-2-19-2021.doc>



## **Rural Health Clinic Evidence Binder**

### **Tab 12**

#### **Collaborative Agreements**

Depending on the state, the clinic should have a collaborative agreement with NPs/PAs. If applicable, copy and file here.



## **Rural Health Clinic Evidence Binder**

### **Tab 13**

#### **Inpatient Services Agreement/proof**

RHCs must be access to inpatient care. The clinic will provide proof of such access or the process to admit a hospital patient.



# **Rural Health Clinic Evidence Binder**

## **Tab 14**

### **Quarterly Chart Audits**

The Medical Director of an RHC should review a certain number of charts per year. The minimum is 50 per the RHC interpretative guidelines. We have provided the following form and ask that 15 charts (active and closed) be reviewed each quarter.

### **Source**

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Medical-Record-Audit-Tool-on-2-20-2021.docx>



# **Rural Health Clinic Evidence Binder**

## **Tab 15**

### **Organization Chart**

**Provide an updated Organization Chart**

**Source:**

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Template-Organization-Chart-for-Evidence-Binder-on-2-22-2021.docx>



# **Rural Health Clinic Evidence Binder**

**Tab 16**

**CLIA Certificate**





# **Rural Health Clinic Evidence Binder**

## **Tab 17**

### **TB & Hep B Declination Forms**

**Source:**

[https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Tab-17-Employee-Acceptance Declination-of-Tuberculosis-Vaccination.pdf](https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Tab-17-Employee-Acceptance+Declination-of-Tuberculosis-Vaccination.pdf)



# **Rural Health Clinic Evidence Binder**

## **Tab 18**

**Preventive Maintenance - Logs, Contracts,  
Agreements & Invoices  
Housekeeping Logs**

**Source:**

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Tab-18-RHC-Preventive-Maintenance-Housekeeping-Logs.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 19**

Fire, Evacuation, Tornado, etc. Drills

Source:

<https://mark-lynn-r8he.squarespace.com/s/2021-RHC-Fire-Prevention-Logs.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 20**

Initial Annual HIPAA, OSHA, EP training

Source:

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Tab-20-Employee-Tests-HIPAA-OSHA-EP-updated-2-23-2021.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 21**

Floor Plan with Evacuation routes



# **Rural Health Clinic Evidence Binder**

## **Tab 22**

### **30-day Provider Calendar**

**Source:**

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Provider-Staffing-Calendar-the-RHC-Evidence-Binder-updated-2-20-2021.docx>



# **Rural Health Clinic Evidence Binder**

## **Tab 23**

Monthly log for expiration dates – Samples,  
Emergency Drugs, Injections, Vaccines

Source:

<https://mark-lynn-r8he.squarespace.com/s/2021-Evidence-Binder-Tab-18-RHC-Preventive-Maintenance-Housekeeping-Logs.pdf>



# **Rural Health Clinic Evidence Binder**

## **Tab 24**

Annual Emergency Preparedness Drill  
Documentation – After Action Report

Source:

<https://mark-lynn-r8he.squarespace.com/s/2021-Emergency-Preparedness-Master-Template-After-Action-Report-on-2-17-2021-z3xt.docx>





# **Rural Health Clinic Evidence Binder**

## **Tab 25**

### **Program Evaluation Report**

#### **Source:**

<https://mark-lynn-r8he.squarespace.com/s/2021-Certification-Program-Evaluation-Template-for-New-RHC-Startups-or-Conversions-updated-2-22-2021.docx>