

**MEDINSGEN MEDICAL TREATMENT FACILITY (MTF)
PREPARTORY WORKSHEET**

**PART I
(Actions to be completed on Notification Day)**

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Notify MEDINSGEN POC regarding MTF Primary and alternate POC information (e.g. telephone/fax #, and e-mail address).				
2.	Initiate public notice concerning the Joint Commission survey/MEDINSGEN inspection.	Yes, coordinate with Public Affairs Officer			
3.	Download the Survey Activity Guide from the Joint Commission Connect™ extranet site. Review MTF Logistics and Preparatory Information Guide for details regarding MEDINSGEN portion of inspection.	Yes, provide to appropriate MTF personnel to prepare for the inspection/survey.			
4.	Complete NAVMED 5040/5, MEDINSGEN Medical Treatment Facility (MTF) Demographics Worksheet.	Yes, e-mail to MEDINSGEN POC.			
5.	Notify MEDINSGEN POC with names of BHCs and the distance from main facility, if applicable.	Yes, e-mail to MEDINSGEN POC.			
6.	Provide list and contact information for Flag/General Officers, COs/OICs and administrators from key civilian hospitals/Veterans Administration facilities (as applicable) suggested for courtesy calls by Medical Inspector General.	Yes, e-mail list to the MEDINSGEN POC.			

**PART II
(Actions to be completed 24 Hours after Notification Date)**

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Review MEDINSGEN/Joint Commission survey agenda provided by the MEDINSGEN POC.	Yes, if concerns of proposed agenda are identified, contact MEDINSGEN POC.			
2.	Determine number and mix of staff needed to participate in the internal staff focus groups and program reviews.	Yes, notify MTF staff members which groups or programs they will be participating in.			
3.	Provide MTF/BHC staff with a copy of the agenda.	Yes, if there are conflicts or problems that are identified.			
4.	Schedule appropriate sized conference rooms for all groups based on the number of staff attending.				
5.	Reserve two separate workspaces--one for the Joint Commission Team and one for MEDINSGEN Team.				
6.	Ensure telephone with long distance and DSN capability is available in MEDINSGEN workspace.	Yes, contact MTF systems personnel and possibly the base communications office.			
7.	Reserve private office for MEDINSGEN equipped with telephone and computer.	Yes, IT and communications support for telephone and computer.			
8.	Ensure access to copier, fax and shredder.				
9.	Ensure MEDINSGEN workspace includes four CAC enabled computers with Internet access and one printer.	Yes, contact MTF IT support to ensure connectivity.			
10.	Ensure required documents are available the first morning MEDINSGEN are on site at the main facility.				
11.	Reserve 7 parking spaces for Joint Commission/MEDINSGEN				

PART III
(Items that need to be sent to MEDINSGEN prior to Inspection)

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Command Brief				
2.	Most recent command DEOCS results and any other assessments profiling the Command's EO climate, morale, teamwork, and communication.				
3.	NAVMED 5040/7, MEDINSGEN Position Paper(s)				
4.	Finalized agenda with command POCs and room locations identified				

PART IV
(Items to have available on the first day of Inspection)

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Command Brief				
2.	Last 12 months of ESC, ECOMS, ECONS, PI minutes				
3.	Performance improvement meeting minutes for the past 12 months, if applicable				
4.	Last 3 years of inspection/survey reports, and if applicable inspection/survey reports conducted on subordinate commands during the past 3 years.				
5.	Provider coding auditing training documents				
6.	List of investigations conducted during the last 12 months.				
7.	Last 12 months of Management Internal Control Reviews				
8.	Command Evaluation (CE) Program reviews for the past 12 months.				
9.	Anti-Fraud Program periodic fraud risk assessments for the past 12 months.				
10.	Most recent command DEOCS results and any other assessments profiling the Command's EO climate, morale, teamwork, and communication.				
11.	NAVMED 5040/7, MEDINSGEN Position Paper(s)				

PART V
(The Joint Commission/MEDINSGEN Workcenter Requirements)

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
	Ensure the Joint Commission/MEDINSGEN work centers are set up to include:				
1.	All on-site documents and keys if applicable				
2.	Instructions on telephone use posted near the telephones (to include: DSN and commercial access, on-base and room-to-room calls)				
3.	Base and MTF telephone directory				

PART V (Continued)
 (The Joint Commission/MEDINSGEN Workcenter Requirements)

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
4.	Name and number of the following personnel posted near the telephones:				
	a. Systems person dedicated to support the Joint Commission/ MEDINSGEN Team				
	b. Command POCs pager/telephone numbers				
	c. Work center telephone number				
	d. Medical Inspector General's local office number				
	e. Computer support				
5.	MEDINSGEN Team Workspace: Four computers with internet and Microsoft Office access mapped to a printer				
6.	MEDINSGEN Office: Computer with internet access and Microsoft Office mapped to a printer and away from command suite.				
7.	The Joint Commission Workspace: IT connectivity for their laptops				
8.	Two reams of paper				
9.	Shredder in the Joint Commission and MEDINSGEN Team workspace				
10.	Close access to fax and copier				
11.	Sign on Workcenter doors with the following words: "The Joint Commission/ MEDINSGEN Work Center: Please Knock Before Entering."				
12.	Sign on MEDINSGEN Office with the following: "Medical Inspector General: Please Knock Before Entering."				

PART VI
 (Actions to be completed on First Day of Inspection).

Item Number	Task	Additional Coordination Needed?	Completed		
			Yes	No	N/A
1.	Finalize arrival meeting procedures/time with MEDINSGEN POC and Team Leader.	Yes, notify MEDINSGEN POC and MEDINSGEN Team Leader if last minutes changes are needed.			
2.	Confirm courtesy call details with MEDINSGEN POC.				
3.	Provide brief upon Team's arrival on any pertinent and required safety info.	Yes, coordinate with appropriate MTF personnel as needed.			
4.	Provide to MEDINSGEN Team Leader any keys need for work area.				