



Provider Office Review

Total Score:

0

Provider No.		Provider Name:		Office Manager:		Phone #:	
Address:				City:			State:
Initial Date:		RQAR:			Follow Up Visit:		
Practice Type:	Solo	Partnership	Group	Optical	Ophthalmology		

Resources: Facilities/Personnel (35 Points)	Points	Score	Comments
Reception & Waiting Area (6 points)			
Adequate Space and Seating	3		
Cleanliness and Ventilation	2		
Handicap Access	1		
Examining Rooms (8 points)			
Adequate Space and Seating	3		
Cleanliness and Ventilation	2		
Hand Washing Facilities	1		
Privacy of Examination	2		
Dispensing Area (6 points)			
Adequate Space and Seating	3		
Cleanliness	2		
Location Davis Vision Tower	1		
Other Patient Care Exam Rooms (4 points)			
Contact Lens/Pre Testing	1		
Visual Fields/Vision Training	1		
Additional Testing/Laboratory	1		
Consultation Room	1		
Rest Rooms (3 points)			
Sanitary/Adequately Supplied	3		
Safety (4 points)			
Smoke Alarms/Extinguishers	1		
Exit Sign Clearly Visible	1		
Evacuation Plan	1		
First Aid Kit	1		
Personnel (4 points)			
Identifying Tag (Licensed Personnel)	1		
Appearances	2		
Licenses Displayed	1		

Resources: Equipment, Access, and Medical Records (65 Points)	Points	Score	Comments
Equipment (40 Points)			
Examination Chair	3		
Instrument Stand	2		
Projector Chart/Slides	2		
Near Point Cards	2		
Direct Ophthalmoscopy	2		
Binocular Indirect Ophthalmoscope	3		
Retinoscope/Auto	3		
Phoropter	2		
Tonometer/Type	2		
Trial Lens Set	2		
Lensometer	2		
Keratometer	2		
Biomicroscope	3		
Contact Lens Kit	2		
Visual Field(Tangent Screen Not Acceptable)	3		
Color Vision Test	2		
Imaging Instrumentation HRT/GDX	1		
Other	2		
Infection Control (7 Points)			
Alcohol, Gel, Solution, Disinfection	2		
Drugs (Check Expiration dates, Describe Expired Drugs)	2		
Contact Lens & Solutions (Describe Expired Items, dates)	2		
Medications Adequately Stored	1		
Accessibility (5 Points)			
Wait Time (45 Minutes or Less)	1		
Exam Availability (at Least 12 hours per week)	1		
Patients Obtain Appointment within 10 Calendar Days of Request	1		
Protocol Missed Appointment (Charts noted, Patient called)	1		
Emergency/After Hours Protocol (e.g. Answering Machine)	1		
Medical Records/Privacy (13 Points)			
Records Stored in a Secure and Confidential Area	2		
Patient Name or ID on Chart Pages	1		
Doctors' Name or ID on Chart Pages	1		
All Entries Dated	1		
Records Legible to Others	1		
Place to Document Allergies	1		
Place to Document Medications	1		
Place to Document Med/Eye History	1		
All Items Secured in Chart	1		
HIPAA Requirements Written Policy use/Disclosure of PHI	1		
Designated Compliance Office	1		
Cooperation of Office Personnel	1		
Total Score:	100	0	