

## Figure 1. Documentation Readiness Chart

Documents	Responsible staff	AC	BHC	HC	HAP/CAH	LTC	LAB	OBS
Organization chart		X	X	X	X	X	X	X
Contact person who will assist the surveyors during survey: name, phone		X	X	X	X	X	X	X
Organization map, if applicable		X	X	X	X	X	X	
List of all sites eligible for survey			X	X	X	X	X	
List of services provided at each site			X	X	X	X	X	X
Performance improvement data (resurvey from past 12 months) • Home health only: include OASIS, if Medicare-certified home health • Long term care only: Include MDS, if Medicaid-certified laboratory: Proficiency data from past 24 months		X	X	X	X			X
Infection related data (resurvey from past 12 months)		X	X	X	X	X	X	X
Environment of care data, including the electronic Statement of Conditions™ and any Plans for Improvement for 24-hour settings only		X	X	X	X	X		X
Environment of care meeting minutes (resurvey from past 12 months)		X			X	X		
Patient/client lists (schedules such as appointments, visits, deliveries, and surgery/procedures) <b>Laboratory only: Laboratory tests from past 24 months</b>		X	X	X	X		X	X
Resident Roster					X	X	X	
Measure of Success (MOS) data —identified in the Plan of Action from your Periodic Performance Review		X	X	X	X	X	X	
Environment of Care data, including hazardous waste management, clinical hygiene, bloodborne pathogens, and equipment management <b>(freestanding labs only)</b>							X	
Plans for improvement – Access for surveyor sign-off <b>(freestanding labs only)</b>							X	
CLIA Certificates and list of tests							X	

Accredited organizations can use this chart to assess if they have the right documents collected and the proper staff ready before a Joint Commission survey begins at their facility.

**Key:** AC, ambulatory care; BHC, behavioral health care; HC, home care; HAP, hospitals; CAH, critical access hospitals; LTC, long term care; LAB, laboratories; OBS, office-based surgeries

Source: The Joint Commission.