Site Review Support Documents:

For Office Manager

If example protocols are needed, resources are available at www.sfhp.org, Provider Resources, Facility Site Reviews. This list aligns with staff training requirements and may help with establishing your curriculum.

Document	Folder
☐ Fire Safety and Prevention and Emergency Non-Medical Procedures	*FSR, Access & Safety*
☐ Medical Emergency Response Protocol	*FSR, Access & Safety*
☐ Blanket policy on OSHA Bloodborne Patho Standards and Waste Management Act: PPE, OPIM, Labels, Needlestick Safety, Sharps, Contaminated Laundry, Regulated Waste Storage, Medical Waste Disposal (Isolation Procedure/Policy)	*FSR, Infection Control*
☐ Protocol for Sharps Incidents	*FSR, Infection Control*
☐ Waste Disposal Containers	*FSR, Infection Control*
☐ Personal Protective Equipment for Standard Precautions	*FSR, Infection Control*
☐ *Professional Licenses and Certifications*	*FSR, Personnel*
☐ *Personnel Training - Infection Control Universal Precautions*	*FSR, Personnel*
☐ *Member Grievances and Complaints*	*FSR, Personnel*
☐ *Personnel Training - Cultural & Linguistics*	*FSR, Personnel*
☐ Patient Confidentiality	*FSR, Office Management*
☐ *Sample Form_Notice of Privacy Practice and Linguistic Services*	*MRR, Format*
☐ Preferred Language and Interpretation Labels	*MRR, Format*
☐ Consent for Treatment Is Present	*MRR, Documentation*

Facility Site Review = FSR; Medical Record Review = MRR