**On day of CAH survey, Notification of Survey will be posted on website.**

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| Daily at 0730, access TJC Connect website: **Employee**  When Notification of Survey is Posted: **Employee**   1. Qliq to BBGH – Joint Commission Survey and text key personnel   Print off : **Employee**   1. Introductory letter authorizing the surveyors presence for an unannounced survey 2. Surveyor names, pictures and biographies   Immediately Distribute: **Employee**   1. Copy of surveyor names and pictures to Main Admission, MAPS, ER   Reserve Conference Room: **Employee**   1. Deliver binders and supplies 2. Agendas 3. Refreshments (Coffee, Water, granola bars, fruit) - **Employee**   Email and Qliq Code Green to All BBGH – Welcome TJC – **Employee**  **Print Surgery Schedule and Patient Census – Special Services Team. (Employee.)** |

ARRIVAL OF SURVEY TEAM 7:30-8:00 AM Day of Survey

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| **Patient Registration**   1. Welcome survey team, and confirm surveyor identification with printed photos 2. **Have surveyors wait at point of entry  until Employee, or Employee come pick up and escort to appropriate conference room.** 3. **Qliq BBGH – Joint Commission Survey Group** to notify of arrival. 4. Employee phone xxxx office or xxxx cell 5. Employee xxxx office or xxxx cell   if no answer, call Admin on Call |