**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 upand 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 |