



ACCREDITATION ASSOCIATION
for AMBULATORY HEALTH CARE, INC.

Completing and Submitting a Plan of Correction

A Plan of Correction (PoC) is a requirement for all Medicare surveys which documents your plan for compliance with deficient State and/or Federal Regulations.

The PoC needs to address each deficiency in five distinct ways to be considered acceptable. Instructions have been included to help you develop your PoC. Should you have any questions, you may call your Account Manager who will be glad to address your questions.

1. Describe Corrective Actions

This is where you state the corrective action taken immediately for each deficient practice.

- ✓ When there are multiple findings for one regulation, each finding must be addressed.
- ✓ Describe what and how actions, policy, procedure, training was implemented. If you were unable to correct the action, then state this.

2. Make Assignments

This is where you state who will be responsible for ensuring the corrective action, policy, or procedure takes place.

- ✓ Include the committee/individual title responsible for corrective action, policy, procedure, or training.

3. Set a Specific Correction Date

This is where you state when the corrective action will be completed.

- ✓ Use a specific date.
- ✓ Ensure each corrective action, policy, procedure, training, etc. listed has a documented completion date.

4. Evaluate Success with Monitoring Activities

This is the monitoring procedure to ensure that the PoC is effective and that the specific deficiency cited remains corrected and/or in compliance with the regulatory requirements.

- ✓ Determine the performance expectation/goal. What are you expecting to see as a result of your system change?
- ✓ Determine the frequency of monitoring.
- ✓ Determine your sample and sample size.
- ✓ Determine how you will complete your success evaluation. Include tools/documentation that will be used to collect data, frequency of monitoring.

5. Submit Evidence

Save evidence of compliance for each deficiency.

- ✓ This may be sent in the form of drafted policies, in-service records, photographs, work orders, service contracts, bids/proposals, etc.

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