

HIGHMARK FACILITY SITE QUALITY EVALUATION

1. The facility is reasonably accessible (noting the ease of entry into and the accessibility of space within the building) for patients with physical and/or sensory disabilities.
2. The physical appearance of the facility is clean, organized, and well maintained for the safety of patients, staff, and visitors.
3. The waiting area is well lit, has adequate space and seating, and has posted office hours.
4. There is adequacy of examining/treatment room space, as well as patient interview areas, and each are designed to respect patients' dignity and privacy.
5. Clinical records are filed in an organized, systematic manner, easily located, and kept in a secure, confidential location and away from patient access. Only authorized persons have access to clinical records.
6. The office has a written confidentiality policy to avoid the unauthorized release or disclosure of confidential personal health information including, but not limited to, computer screens, data disks, emails, telephone messages/calls, and fax machines.
7. The medical equipment utilized in the facility appears to be adequate, well maintained, and appropriate for the patients' ages and specialty of the facility. Equipment is routinely inspected as appropriate and is operated according to manufacturer guidelines.
8. There is a fire extinguisher that is visible, easily accessible, and the expiration date is current.
9. The exits are clearly marked.
10. A written emergency disaster and evacuation plan is posted in patient areas.
11. Used syringes, scalpels, etc. are disposed of in rigid, unpierceable, leak proof containers and the containers are accessible in the area of use.
12. Biohazardous wastes are disposed of in red, biohazardous waste bags and contained within a labeled, rigid closeable container.
13. The facility has a contract with a licensed company to dispose of hazardous waste and/or has other adequate provisions for disposal in place. The facility files manifests from the licensed hazardous waste company indicating proper disposal.
14. Separate refrigerators are maintained and properly identified for each of the following: medications, food, lab specimens.
15. A thermometer is present in the refrigerator/freezer and the temperature is recorded daily. Refrigerator: 35-46 degrees F (2-8 C); Freezer: 5 degrees F (-15C).
16. Medical equipment and instruments are properly disinfected and sterilized: a) heat temperature strips and spore testing; b) cold disinfection (20-45 minutes); c) cold sterilization (10 hours).
17. All medications and prescription pads are adequately protected from patient access.