

ENKI HEALTH & RESEACH SYSTEMS, INC.

PROCEDURE:

1. The designated staff/primary contact will initiate the TIER Coordinated Services Tracking log and complete the items indicated for the annual review.
2. The TIER Coordinated Services Tracking log is to be submitted to Medical Records.
3. Administrative Services will notify the supervisor that they have a tracking log to review. (Please note: Per the needs of the clinic, communication can be via email or copies of the tracking logs forwarded to the Unit Supervisor.)
4. The supervisor will complete a qualitative review of all the items on the tracking log they are responsible for, initial the original log for each item and provide signatures where applicable. Any needed additions/corrections will be returned to the designated staff/primary contact.
5. Upon completing the review, the supervisor will indicate the “Supervisor’s Final Review Date” and return the tracking log to Medical Records with the original tracking log.
6. Administrative Services will do a quantitative review of the chart for completion/incompletion of the items on the tracking log they are responsible for and initial the log for each item. Any needed additions/corrections will be returned to the designated staff.
7. Administrative Services will finalize the process, enter all necessary data into TIER, scan the finalized documents into TIER, and stamp the log.
8. Filing Procedures: The original TIER Annual Tracking Log will be kept in a binder by month in Medical Records for a period of 13 months.
 - Only one binder should be created for all completed tracking logs.