**Checklist for ADA Accreditation**

For your convenience, this checklist was created to ensure that you have all the required components to facilitate a smooth accreditation process. Thank you for your participation!

* **Documents:**
  + Mission and vision statements
  + Notice of Privacy Practices
  + Business Agreements with vendors
  + Consent to treat
  + Demographic information
  + Case history
    - Medical, medications, recreational and occupational information
  + Insurance information
  + Physician orders when required by payer
  + Authorization for release of information
  + Benefits and risks of treatment
    - Earmold impressions
    - Lyric
    - Hearing aids
    - Other devices, including implantable devices
    - Formal statement outlining its commitment to high ethical, clinical, and operational standards, including its adherence to federal, state and local laws
  + Purchase agreement for:
    - Hearing aids
    - Other devices
  + Bills of sale and superbills
  + Screening forms (HHI-E, DHI, etc.)
  + Insurance waivers
  + Insurance verification forms
  + Forms for patient expectations (e.g., COSI, APHAB, etc.)
  + Advanced Beneficiary Notices for Medicare Part B patients
  + Office policy manual
    - Employee signature attestation upon annual review
    - Job descriptions
    - Conflict of interest disclosure
  + Office and provider liability policies and deck pages
  + Infection control
    - Checklist (<https://www.beckersasc.com/asc-accreditation-and-patient-safety/patient-safety-tool-infection-prevention-checklist-for-outpatient-settings-from-cdc.html>)
  + Required state licenses for all providers
  + Equipment calibration records
  + If supervising students, contract with university
  + If supervising students, verification of their liability coverage
  + Insurance contracts and fee schedules, if applicable
* **Equipment:**
* Audiologic and vestibular equipment
  + Sound proof booth/room
  + Otoscope
  + Audiometer
  + Headphones and/or insert phones
  + Tympanometer
    - Disposable tips
  + Other (optional):
    - OAEs
      * Tips
    - ABR
      * Electrodes
    - ECoG
    - Vestibular equipment
      * Table
      * Frenzel goggles
      * VNG/ENG
      * Rotary chair
      * Posturography
      * VEMP
      * VHIT
    - Real ear
    - Speech testing (e.g., QuickSin, Sprint, etc.)
    - Speakers if required for this testing
    - Extended high frequency audiometry if providing that service
      * Extended high frequency headphones
  + Sterilization equipment
  + If performing cerumen removal, curettes, forceps, microscope, syringes, etc.
  + Dremel drill
  + Red wing or like equipment
  + Earmold impression material and syringe of choice
  + Ear blocks
  + Ear light
  + If providing pediatric services, sound field speakers, conditioned play objects and toys
  + Fire extinguisher in patient and provider areas
* Office equipment
  + Computer(s) and screens
  + Modem
  + Office management system
  + Locked cabinets
  + Copier machine
  + Furniture for employees (desks, chairs, work station)
  + Furniture for waiting area (chairs, tables, coat rack)
  + Alarm system for office
  + Fire extinguisher in office and patient areas
  + Flashlights in all exam rooms
* **Access to communication:**
  + Sign language interpreter is required by American Disabilities Act; resources must be available
  + Foreign language interpreter
  + Amplifiers for those who need access to them
  + Hearing aid loaners
  + Other ADA requirements (e.g., access into office, into booth, into restrooms) <https://www.compliance.gov/sites/default/files/wp-content/uploads/2010/03/fastfacts_ada.pdf>
* **Policy and Procedures for staff:**
  + See Kim’s manual
  + Review P & P annually
  + Emergency plan for evacuation
  + Disaster recovery plan for natural and others
  + Grievances (e.g., for harassment (patient and co-worker), suspension, probation, termination)
* **Processes:**
  + Billing service if not performing in house
  + Privacy of patient information
  + Security of patient information
  + Website
    - Information about practice and providers
    - Downloadable forms
    - Other information
  + Social media presence
    - Patient education