**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