

Site Visit Schedule

<Birth Center Name>

Day 1

- Accreditation Specialist arrives approximately 8:30 AM
- Request for birth log** (past 3 years to present) to pick out charts for review; charts can be pulled while Accreditation Specialist is touring the birth center
- Birth center tour
- Review of documents, clinical records, and supplementary materials
- Begin Chart review [*Please have a clinical staff member familiar with the charts/EHR available to assist the Accreditation Specialist during chart review*]

Day 2

- Interviews
 - Birth Center Director
 - Birth Center Staff Member
 - Financial Advisor
 - Collaborating OB or Pediatrician
 - Staff member who accepts transfers at collaborating hospital
- Finish Chart review
- Personnel file review [*Please assure files are in order and contain all documents on the Personnel File Checklist*]

Day 3

- Physical check of birth center for deficiencies
- Finish Personnel file review
- Exit conference