Clinical Peer Evaluations Workflow

As part of the Clinical Peer Evaluation process, each provider will have 12 charts reviewed per fiscal year.

1. Reimbursement Analyst will assign records to be reviewed in New Innovations (NI).
2. Evaluators are chosen from a list of all providers on a rotation.
3. The evaluator and subject are matched in NI from a drop down menu list of providers.
4. Analyst completes the evaluation form with the patient MRN, service date and CPT code billed and saves the evaluation as a "Draft"
5. An email is generated to the evaluator with a link to evaluation form in NI. The evaluator can click on this link and login.
6. Once logged in, the evaluator will click on "Evaluation" link under Notifications.
7. The top of the form includes the provider being evaluated, the patient MRN, date of service and CPT code.
8. The evaluator will review the record in EPIC using the MRN and service date.
9. The evaluator completes the form and then clicks the Submit Final button. Process is complete for evaluator.
10. Weekly email reminders will be sent to the evaluator until the evaluation form is complete.
11. The evaluation is considered delinquent after 14 days. The Analyst receives delinquent emails on a weekly basis.
12. The Analyst will individually remind providers to complete the evaluation.
    a. Individual emails are sent with the NI link and PowerPoint presentation should they need help.
13. If necessary, the Dept. Chair and Administrator are notified of delinquent evaluations.