

DEVELOPMENT OF STANDARDS & GUIDELINES FOR HEALTHCARE SURGE DURING EMERGENCIES Draft Deliverable Format

NOTE: This document was developed with input from a broad group of stakeholders representing constituent organizations with diverse perspectives and technical expertise. The purpose of eliciting a wide range of input was to ensure the information contained in this document was as comprehensive and as sound as possible.

Although the individuals referenced and the organizations they represent have provided many constructive comments, information and suggestions, they were neither asked nor did they agree to endorse the conclusions or recommendations represented here or in subsequent iterations.

The objective of the deliverable format design is to provide a simple and easy to navigate document that delivers the right information to the right audience. Please review this proposed table of contents for practicality and usability and submit comments to hcsurge@us.pwc.com by 5:00 p.m. on Friday, May 25th, 2007.

Proposed Table of Contents

*Text in Gray font represents the source (work group) of the content

ACS = Alternate Care Sites

SPE = Supplies/Pharmaceuticals/Equipment

Executive Summary

Foundational Knowledge

Defining Surge (Declaration & Triggers)
Powers & Authority (Declaration & Triggers)
Pre-State of Emergency (Declaration & Triggers)
State of Emergency (Declaration & Triggers)
Ending Surge (Declaration & Triggers)
4 Ethical Principles (Population Rights)
Behavioral Principles (Population Rights)
Practice Guidelines (Population Rights)
Related Issues/ Special Needs (Population Rights)
Definitions:
Standards of Care (Population Rights/ Existing Facilities)
Existing Facility (Existing Facilities)
Alternate Care Site (ACS)
Supplies, Pharmaceuticals, Equipment (SPE)

Volume I: Hospitals

Management (Administrator, C-Suite, Managers, Legal/Policy, HR)
Surge Capacity (Existing Facilities)
Maintaining & Organization of Personnel (Personnel)
Professional Liability & Scope of Practice (Personnel)
Credentialing (Personnel)
Pre-Planning & Policies
Licensing, Liability & Regulations (SPE)
Facility Reporting Requirements (Administrative)
Current Funding State (Funding Sources)

**DEVELOPMENT OF STANDARDS & GUIDELINES FOR HEALTHCARE
SURGE DURING EMERGENCIES
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- Practitioner (Physicians, Nursing, Allied Health Staff)
 - Continuity of Operations (Existing Facilities)
 - Clinical Functions
 - Person Tracking (Administrative)
 - Clinical Roles & Assignments
 - Patient Management (Existing Facilities)
 - Clinical Prioritization of Patients
 - Medical Record (Administrative)
 - Clinical Documentation & Care Provided

- Support (Front/Back Office, Facility Management & Security, Procurement, IT)
 - Continuity of Operations (Existing Facilities)
 - Support Functions
 - Credentialing (Personnel)
 - Back Office Function
 - Person Tracking (Administrative)
 - Back Office Function
 - Personnel Time Capture (Personnel)
 - Registration, Charge Capture, Billing (Administrative)
 - Medical Record (Administrative)
 - HIM Function
 - Patient Transfer (Funding Sources)
 - Sustaining Supply Chain (SPE)
 - Acquisition (SPE)
 - Storage & Staging (SPE)
 - Distribution & Deployment (SPE)

Volume II: Alternate Care Sites

To Be Finalized

Volume III: Licensed Healthcare Professionals

To Be Finalized

Volume IV: Clinics

- Management (Administrator, C-Suite, Managers, Legal/Policy, HR)
 - Surge Capacity (Existing Facilities)
 - Maintaining & Organization of Personnel (Personnel)
 - Professional Liability & Scope of Practice (Personnel)
 - Credentialing (Personnel)
 - Pre-Planning & Policies
 - Licensing, Liability & Regulations (SPE)
 - Facility Reporting Requirements (Administrative)
 - Current Funding State (Funding Sources)

- Practitioner (Physicians, Nursing, Allied Health Staff)
 - Continuity of Operations (Existing Facilities)
 - Clinical Functions
 - Person Tracking (Administrative)
 - Clinical Roles & Assignments

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- Patient Management (Existing Facilities)
 - Clinical Prioritization of Patients
- Medical Record (Administrative)
 - Clinical Documentation & Care Provided
- Support (Front/Back Office, Facility Management & Security, Procurement, IT)
 - Continuity of Operations (Existing Facilities)
 - Support Functions
 - Credentialing (Personnel)
 - Back Office Function
 - Person Tracking (Administrative)
 - Back Office Function
 - Personnel Time Capture (Personnel)
 - Registration, Charge Capture, Billing (Administrative)
 - Medical Record (Administrative)
 - HIM Function
 - Patient Transfer (Funding Sources)
 - Sustaining Supply Chain (SPE)
 - Acquisition (SPE)
 - Storage & Staging (SPE)
 - Distribution & Deployment (SPE)

Volume V: Non-Licensed Healthcare Facilities

- Management (Administrator, C-Suite, Managers, Legal/Policy, HR)
 - Surge Capacity (Existing Facilities)
 - Maintaining & Organization of Personnel (Personnel)
 - Professional Liability & Scope of Practice (Personnel)
 - Credentialing (Personnel)
 - Pre-Planning & Policies
 - Licensing, Liability & Regulations (SPE)
 - Facility Reporting Requirements (Administrative)
 - Current Funding State (Funding Sources)
- Practitioner (Physicians, Nursing, Allied Health Staff)
 - Continuity of Operations (Existing Facilities)
 - Clinical Functions
 - Person Tracking (Administrative)
 - Clinical Roles & Assignments
 - Patient Management (Existing Facilities)
 - Clinical Prioritization of Patients
 - Medical Record (Administrative)
 - Clinical Documentation & Care Provided
- Support (Front/Back Office, Facility Management & Security, Procurement, IT)
 - Continuity of Operations (Existing Facilities)
 - Support Functions
 - Credentialing (Personnel)
 - Back Office Function
 - Person Tracking (Administrative)
 - Back Office Function
 - Personnel Time Capture (Personnel)

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Registration, Charge Capture, Billing (Administrative)
Medical Record (Administrative)
HIM Function
Patient Transfer (Funding Sources)
Sustaining Supply Chain (SPE)
Acquisition (SPE)
Storage & Staging (SPE)
Distribution & Deployment (SPE)

Volume VI: Long Term Care Facilities (Skilled Nursing)

Management (Administrator, C-Suite, Managers, Legal/Policy, HR)
Surge Capacity (Existing Facilities)
Maintaining & Organization of Personnel (Personnel)
Professional Liability & Scope of Practice (Personnel)
Credentialing (Personnel)
Pre-Planning & Policies
Licensing, Liability & Regulations (SPE)
Facility Reporting Requirements (Administrative)
Current Funding State (Funding Sources)

Practitioner (Physicians, Nursing, Allied Health Staff)
Continuity of Operations (Existing Facilities)
Clinical Functions
Person Tracking (Administrative)
Clinical Roles & Assignments
Patient Management (Existing Facilities)
Clinical Prioritization of Patients
Medical Record (Administrative)
Clinical Documentation & Care Provided

Support (Front/Back Office, Facility Management & Security, Procurement, IT)
Continuity of Operations (Existing Facilities)
Support Functions
Credentialing (Personnel)
Back Office Function
Person Tracking (Administrative)
Back Office Function
Personnel Time Capture (Personnel)
Registration, Charge Capture, Billing (Administrative)
Medical Record (Administrative)
HIM Function
Patient Transfer (Funding Sources)
Sustaining Supply Chain (SPE)
Acquisition (SPE)
Storage & Staging (SPE)
Distribution & Deployment (SPE)

Appendix

**DEVELOPMENT OF STANDARDS & GUIDELINES FOR HEALTHCARE
SURGE DURING EMERGENCIES**

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References – SRC Content (Laws/Literature Research)

Listing of Participants Involved

Future State Recommendations (aka “Wish List”)

- e.g., for Funding Sources:

1. Recommendations for gap analysis
2. DRM/ Medicaid expansion recommendation (unless included above)
3. DSH reallocation recommendations
4. Patient transfer recommendations
5. CA Endowment Fund recommendation
6. Recommendations for managing philanthropy
7. Leveraging other funds
8. Long term solutions