

Illinois Critical Access Hospital Network

THE ADVANTAGE

The option of external peer review is one that can meet the needs of member hospitals to expand their internal peer review program at a reasonable cost and with a minimum of turnaround time. The EPR Network program is an independent, confidential process that you can use to strengthen your existing internal program. ICAHN is committed to offering business products that provide value to members of the network.

For more information on External Peer Review Network (EPRN), contact Don Evans at 815-875 2999 or by email at devans@icahn.org

External Peer Review Network (EPRN)



Illinois Critical Access Hospital Network

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Hospital Coordinator's Handbook

External Peer Review Network Program

HOSPITAL COORDINATOR'S HANDBOOK

Review Process

1. ICAHN hospital determines an external peer review is necessary for an evaluation of a medical record.
2. The EPRN coordinator (member hospital) contacts Don Evans at the ICAHN office at (815)875-2999 or by email at devans@icahn.org requesting an external peer review. The requesting hospital provides the following chart information: age, sex, type of case, diagnosis, and reason for review request.
3. The ICAHN staff completes the **ICAHN External Peer Review Network Physician Report Form**. The review request, based upon the submitted information, is matched with an available physician panel member level of experience and expertise.
4. Don Evans notifies the EPRN coordinator for the hospital, where the physician practices, that a medical record will be sent from the requesting hospital. He asks that the coordinator let the physician know of the “coming medical record”. The **ICAHN External Peer Review Network Physician Report Form** is emailed to or faxed to the physician/hospital EPRN coordinator. Don Evans notifies the requesting hospital as to who the physician reviewer will be and the hospital.
5. The requesting hospital is to send a copy of the medical record by certified mail to the EPRN coordinator for the physician’s hospital, who will then assure that the physician reviewer receives the medical record.
6. The physician will have ten (10) working days to evaluate the medical record. Once the physician has completed the review, the medical record is shredded and the **ICAHN External Peer Review Network Physician Report Form** is sent or faxed to the requesting hospital.
7. Once the requesting hospital EPRN coordinator receives the **ICAHN External Peer Review Network Physician Report Form**, the EPRN coordinator will complete the **CAH Network Review Quality Form** and send or fax it to Don Evans at the ICAHN office.
8. The ICAHN office will then send the physician reviewer payment for the medical record evaluation. The ICAHN office will also maintain a log of requests and completed reviews.

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Reporting

The ICAHN office tracks the progress of all external peer reviews. To facilitate this process, it is essential that the EPRN hospital coordinators (requesting and reviewing hospitals) report the following events in a timely manner to Don Evans at the ICAHN office;

1. The date the requesting hospital sends a copy of the medical record to reviewing hospital.
2. The date the reviewing hospital/physician receives the medical record for review.
3. The date the **ICAHN External Peer Review Network Physician Report Form** is completed.

Once the ICAHN **EPRN Physician Report Form** is received by the coordinator, the **CAH Network Review Quality Form** must be completed and sent or faxed to the ICAHN office. This will assist ICAHN in monitoring the quality and effectiveness of the program, and effect payment of the reviewing physician.

Confidentiality

It is critical to the entire process that once the review of the medical record is complete, an internal system be in place, and responsibility assigned at the reviewing hospital, to shred the medical record to maintain confidentiality and integrity of the EPRN system.

Contact ICAHN Office

Should a question arise at any point in the process, please contact Don Evans at the ICAHN office by phone at 815-875-2999 or by email at devans@icahn.org.