

Introduction Tools All Provider Specialty

The online Preceptor Manual has an area titled General. The General section contains resources that are designed to assist surveyors as they learn the survey process. It is important to note that surveyor tools are only a guide and not official Centers for Medicaid & Medicare Services (CMS) rules.

Examples of documents that can be found within the general section include:

- The Preliminary Decision Making Information worksheet
 - This document will assist you in organizing your findings with patient identifiers, observational notes, and potential regulatory issues. If additional information is required with this form, please reference “Preliminary Decision Making Information Sample” to see how the form is intended to be used.

- The Non-Long Term Packet Checklist
 - This tool can be used to track what should be included in the survey packet with the report after an Exit Conference. This document is intended to be used for all Non-Long Term Care (Non-LTC) services.

All information gathered requires thorough consideration in light of the regulatory requirements. Surveyors must apply critical thinking skills when conducting observations, interviews, and record reviews. Additionally, only Federal survey processes and regulations are reference materials for form development. For example, it is not adequate to simply fill in the date of the patient’s history and physical (H&P) on the record review form. Surveyors must read the H&P and ensure it is sufficient.

Additionally, please note these forms are based on the Federal survey process and regulations only.