

Policy AC-136

Requests from Applicant Hospitals for Reconsideration of Accreditation Deliberation Decisions

Purpose:

To outline how to address issues raised by hospitals that are not in agreement with the accreditation determination and/or the significant issue(s) cited by the Pennsylvania Trauma Systems Foundation (PTSF) Board of Directors¹ (Board).

Procedure:

1. If the institution is not in agreement with the accreditation decision regarding the duration of accreditation or significant issue(s) cited, the hospital may submit a written request for reconsideration to the PTSF Executive Director.
2. PTSF staff members will review the hospital's request to determine if any errors were made during the construction of the report and/or potential areas of misunderstanding by the institution. After a written analysis is completed by PTSF staff a conference call will be scheduled with a panel of PTSF Board members. Board members are selected based on the issues cited in the report and the PTSF Conflict of Interest policy.
3. The Board panel's review and recommendation(s) is reviewed by the entire Board of directors at their next scheduled meeting to determine whether to accept the panel's recommendation².
4. After the Board meeting is concluded, the PTSF Executive Director will contact the hospital CEO to convey the final decision. This communication will be followed up with written correspondence outlining the reasons supporting the board decision.
5. If the hospital remains in disagreement with the final decision of the Board, the hospital may then initiate the process outlined in Policy AC-103, Appeals and Procedure on Appeals.

Approved by PTSF Board of Directors:

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¹ This does not apply to trauma programs that receive a "de-accreditation" determination from the PTSF Board of Directors. In this situation, Policy AC-103, Appeals and Procedure on Appeals outlines the appeal process.

² The in-person meeting is mandatory for hospital's receiving a one year determination and optional for those receiving a two or three year determinations. If a hospital is meeting in person with the board panel, a discussion with the entire board will not occur until AFTER the in-person meeting. The board panel will consist of up to three board members—physician, nurse and administrator—who have no conflicts of interest. The board panel will outline the rationale for the accreditation determination decision and offer suggestions to resolve the outstanding significant issue(s).