

Policy AC-136

Request for Reconsideration of Accreditation Deliberation Decision

Purpose:

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

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. The written request should include the following materials:
 - a. Cover letter summarizing key areas of disagreement.
 - b. Documents supporting errors within accreditation report.
2. Both PTSF staff and a subgroup of Board members will review the request and supporting documents. Board members will be selected based on the issues cited in the report and the PTSF Conflict of Interest policy.
3. A meeting will be scheduled between the hospital and a subgroup of PTSF Board members, where the request will be presented and questions asked of hospital leadership.
4. The Board panel's review and recommendation(s) will be presented to the entire Board at their next scheduled meeting to determine whether to accept the panel's recommendation¹.
5. After the Board meeting is concluded, the board decision will be shared in writing with the trauma program leadership.
6. 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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Revise Date: 12/08/2011, 9/29/17

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¹ The in-person meeting is mandatory for any hospitals 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).