



Step 2

Preparing for the Accreditation Review Onsite Visit - What to Expect...

Tips from the Reviewers

1. How is my selected reviewer going to actually do the onsite portion of audit?

- The reviewer should use the standards of the AMC Institute as a basis for their review program. At the sole discretion of the reviewer, the review may be completed using technology such as Zoom or Skype.

2. What documentation or information will the reviewer look for?

- Reviewers are trained and are required to have a sense of "professional skepticism". Reviewers use this skepticism when looking for current documentation to backup the documented policies and procedures we were sent during the desktop review of your documents.

3. What should my staff expect during the review?

- While the reviewer should be asking several pointed questions to confirm the information in the policies and procedures, he/she is not there to badger your staff or make them feel uncomfortable. In general, the reviewer needs to confirm that all staff abide by the documented policies and procedures.

4. What should we do to minimize the costs related to the onsite portion of the review?

- Reviewers prefer environments in which they can easily observe the items they are reviewing. It is helpful to have your office free of clutter, if at all possible, and the items for review close by. You should also have the information sent to the reviewer during the desktop review easily accessible, as they may have questions or clarifications regarding that information. Having a computer with network access available for the reviewer's use is recommended.