

# BUSINESS LINX RURAL PEER REVIEW COVER SHEET INSTRUCTIONS

- Each record selected for the peer review must be attached to a review cover sheet -

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## Completed by Referring Hospital

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### Tracking and Referral Information for the Referring Hospital:

1. Unique Record Identification - this is a standard identifier based upon the following composition:  
First three digits are a provider ID assigned by Business Linx. Digits 4 - 7 are sequentially assigned by the provider, e.g., the first record selected for Provider 315 would be 315-0001. If this case is being resubmitted for a review a second time, please attach the suffix "A" to the number. This unique number is utilized for all cases reviewed.
2. Completion date of URC (Utilization Review Coordinator) - mm/dd/yyyy, if applicable
3. Time, in minutes, to sanitize the medical record (sanitizing is optional)
4. Time, in minutes, to complete the URC review (if applicable)
5. Type of review - this is a check-off as follows:  
 Referred for Utilization  
 Referred for Quality of Care  
 Referred for Combination of UR and Quality  
 Routine Peer Review
6. Type of case being referred - the provider is expected to identify the case as being a Medical, Surgical, OB-GYN or Pediatrics. This is needed to assist Business Linx in forwarding the case to the proper peer reviewer.
7. Indicate here if the provider wants a specialist to review the case versus matching like practices

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## Completed by Peer Reviewer

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### Tracking Information for Peer Review:

1. Date record was received at the reviewing hospital - mm/dd/yyyy
2. Completion date of physician reviewer - mm/dd/yyyy
3. Physician reviewer time to complete the review (in minutes)

1. Tracking Information

- a. Date received from referring provider - mm/dd/yyyy
- b. Date forwarded to peer reviewer - mm/dd/yyyy
- c. Date received from peer reviewer - mm/dd/yyyy
- d. Date mailed to hospital of original referral - mm/dd/yyyy

**NOTE:** *Business Linx anticipates the review referrals to be completed and returned within 10 days from the date mailed from Business Linx to the referring provider. The return date is a target and not a deadline.*

2. Review findings for Hospital and Peer Reviewer

- a. Description of reason for referral for peer review.

Peer reviewer narrative discussing the case specifics and noting any particular discrepancies in either the appropriateness of the admission and the services provided.