

## NDHA/BUSINESS LINX RURAL PROVIDER PEER REVIEW PROCESS

1. Each participating provider is responsible for selecting records to be subjected to peer review. It is important that your peer review program complies with conditions of participation requirements. For information about peer review requirements, please contact Bridget Weidner, State Survey Agency, North Dakota Department of Health, Division of Health Facilities, 601 E Blvd. Ave., Bismarck, ND 58501-0200, 701-328-2352.
2. Prior to forwarding records to BUSINESS LINX, the provider may first create a sanitized copy of the record by removing all hospital and individual identifiers. Sanitizing of the record is optional.
3. The provider will create a cover sheet for each of the records, identifying the type of case (Medical, Surgical, OB or Pediatrics) and the reason for referral. This information is necessary to assure that the appropriate peer is selected to complete the review. The hospital should clearly describe, on the case referral cover sheet, any questions/concerns to be addressed. BUSINESS LINX will assign the first three digits of the unique identification number for each provider. The provider will assign the remaining portion of the unique record identifier to each case to facilitate BUSINESS LINX record identification and tracking. The referring provider will be the only party with the ability to cross-reference the unique record identifier to a patient, physician or any other individual noted in the original record.
4. When all cases selected for review are prepared and the cover sheets are completed, the provider will complete a batch cover sheet to accompany the records to BUSINESS LINX. The batch cover sheet will contain a listing of the unique record identifiers, the total number of cases forwarded, the name and telephone number of the individual forwarding the records, and the date.
5. The records to be reviewed are transported to BUSINESS LINX. The provider may utilize any desired method, e.g., mail, hand delivery, etc.
6. When BUSINESS LINX receives the records to be peer reviewed, BUSINESS LINX will annotate the date received on the batch cover sheet, and will count and verify that all of the records identified on the batch cover sheet are present. BUSINESS LINX will enter the minimum information necessary to identify and track the cases through the clearinghouse process.
7. Using the information provided on the case cover sheet, BUSINESS LINX will select an appropriate peer reviewer to perform the review. BUSINESS LINX will attempt to use a peer reviewer of the same type of practice or specialty. BUSINESS LINX will have a listing of the participating physicians and will make the referral to the designated hospital contact person for this peer review process. BUSINESS LINX will maintain a database of the case review workload and will attempt to balance the review workload among the participating providers.
8. BUSINESS LINX will mail the cases for physician peer review to the designated hospital contact person. The designated contact person will provide the reviewing physician with the review information contained in the case review cover sheet indicating the reason for selection and any comments and questions. The physician will be asked to complete the review using his or her best medical judgment. It is an expectation that the physician will complete the review within one week to 10 days.
9. The peer reviewing physician will complete the peer review and annotate on the case review cover sheet the medical determination and the time (s)he took to complete the review. In the interests of confidentiality, no signature or any other personal identifier will be placed on the case review cover sheet. The reviewing facility should maintain a record of how many cases each physician reviews.

10. After completing the review, the reviewing physician should return the completed records and the case review cover sheets to their designated hospital contact person. This individual is responsible for returning the case review cover sheets to BUSINESS LINX. Participating providers have agreed to allow the peer reviewing hospital to dispose of the sanitized medical records in accordance with their existing policy, e.g., shredding or burning.
11. Upon receipt of the completed case review cover sheets, BUSINESS LINX will enter the necessary information regarding the case review completion into the workload tracking database. BUSINESS LINX will only enter the information necessary to identify the case referral specifics. No review information will be maintained at BUSINESS LINX. The only information BUSINESS LINX will maintain is information necessary to track and report the traffic through the clearinghouse. This information will be maintained online for a period of time to be determined by the participants. Thereafter, BUSINESS LINX will create a backup data file on removable media and will purge the online information.
12. BUSINESS LINX will forward the completed case review cover sheets back to the referring provider.
13. When the referring provider receives the completed cases back from BUSINESS LINX they will prepare their internal documentation necessary to note the peer review process. The provider will prepare a report for their internal peer review committee. It is the provider's responsibility to maintain the documentation.
14. In accordance with the agreement between BUSINESS LINX, NDHA and the participating provider, hospitals will forward the dollars for review and an additional BUSINESS LINX administrative fee with each case that is referred for review. On a monthly basis, BUSINESS LINX will send payment and reports to the participating hospitals.