

Medical Practice Opening Certification Checklist

Medical Practice Mailing Address	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	Medical Practice Name	<input style="width: 100%; height: 15px;" type="text"/>
		Manager Name	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>

Date Completed	<input style="width: 100%; height: 15px;" type="text"/>	Status	<input style="width: 100%; height: 15px;" type="text"/>
Date Verified	<input style="width: 100%; height: 15px;" type="text"/>		

R: "No" answers and corrective action plan is NOT established

Y: "No" answers but corrective action plan IS established

G: All questions are answered "Yes" or N/A

1 Pandemic Response Management	
A Pandemic Response Team established, e.g., team identified, roles understood, operational <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
B Practice Protocols reviewed, adjusted, agreed upon <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
C Operational daily and shift change checklists created, responsibilities identified and practice team trained. <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
2 Preventative Material Inventory	
A Adequate supply of cleaning supplies (e.g., soap, disinfectant, paper towels/tissues) or on order with sufficient <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
B 30-day supply of PPE on site or on order with sufficient lead time for delivery <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
C Adequate quantity and quality of non-touch thermometers on site for timely practice team screening <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>
3 Personal Protective Equipment	
A Review and understand the PPE protocol and guidance in the Physician Practice Playbook <input style="width: 50px; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> <small>Initials</small>

4 Disinfection Measures

A Site disinfected prior to anyone returning to work

Initials

B Actions appropriate to ensure optimal turnover of fresh/clean air within the medical practice (e.g. HVAC filters cleaned, return air fully open)

Initials

C General Disinfection Methods implemented per the protocols (e.g., cleaning approaches, frequency)

Initials

5 Deep Cleaning & Disinfection Protocol

A Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol

Initials

6 Inbound Packages including USPS Mail

A Incoming Packages including USPS is managed according to Playbook standards

Initials

7 Layered Audit Checklist

A Audit process in-place and practice team trained, especially for pandemic-related audits

Initials

9 Isolation Protocol

A Review and understand the Isolation protocol

Initials

B Team Leader identified and trained

Initials

C Protocol in place to isolate practice team member if she/he is symptomatic and on-site, including forms re:

Initials

10 Social Distancing Protocol

A Social Distancing Protocol reviewed, understood and implemented before start-up. Practice team member Initials

11 On-site Health Screening

A Protocol established for pre-work screening prior to site entry. Initials

B Barriers are in place to prevent anyone from missing the screening Initials

12 Daily Self-Screening Protocol

A Daily Self-Screening Protocol is distributed to all practice team members for voluntary, home self-screenin Initials

B HR prepared to receive inquiries or reports of symptomatic practice team members Initials

13 Self-Quarantining and Return to Work Protocol

A Protocol reviewed, understood and adjusted as necessary for local, legal and cultural environment Initials

14 Visitors & Contractors Self-Screening

A Plan in place for screening Visitors and Contractors, including self-screening checklists printed and availal Initials

15 Return to Work Training Plans

A Day One training organized (e.g., attendee groups, logistics, schedules, trainers, feedback loop)? Initials

16 Health & Wellness

A Resources available to employees are understood and documented to be provided when requested Initials

B Practice team will be surveyed regarding safety procedures Initials

18 Communications and Signage

A Adequate communication program in place to reach as many practice team members as possible, if need

Initials

B Physical signage posted

Initials

Overall Comments

Submission Instructions

Interim Assessment of the Scorecard (optional): Submit this checklist in progress file (Excel or pdf) to Medical Network One for feedback via email to: medicalnetworkone@mednetone.net or fax 248-475-5777

Final submission: Submit the completed Medical Practice Opening Certification Checklist to medicalnetworkone@mednetone.net or via fax 248-475-5777. You will need to have signatures in the "Approved to Open" boxes.

Certified for Accuracy

Approved to Open

Practice Manager

Practice Owner

PRT: Employee Access Control

Practice Manager

PRT: Virus Prevention

PRT: Sanitization & Disinfection

PRT: Communications & Training

PRT: PPE

PRT=Pandemic Response Team