

### Maintaining Accreditation

Annually	
	Year: _____
Annual test of the emergency management plan	
Annual facility safety inspection	
Audit of personnel files	
Verify all employees have had the following in-services within the last 365 days	
Bloodborne pathogens and Infection Control	
Hazard Communication (MSDS)	
HIPAA Privacy and Security	
Compliance Program (Fraud Waste and Abuse training for Medicare Part B, Part C and Part D)	
HIPAA Security Audit	
Review all Business Associate contracts	
Verify and request proof of annual training on HIPAA and breach notification on all BA's	
Compliance Program annual evaluation	
Annual Self evaluation of Services is done as part of 4th Qtr Performance Improvement Report	
Prepare Performance Improvement Plan for the new year based on findings from previous year, new business trends, new regulations, and outcomes from Annual Self Evaluation of Services	
Start new attendance tracking calendar for employees-need to track not only attendance, time off, due dates for items but also need to track infections as part of infection tracking for log.	