



# Preparing for Your Survey:

## How to get started, tips to prepare and resources available

### Preparation tips

- Fill out your laboratory electronic application (E-App). Contact your Account Executive if you have questions.
- Know which standards apply to your laboratory by using the *CAMLAB* or E-dition. Contact Standards Interpretation Group if you have questions.
  - 630-792-5900, Option 6, 8:30 a.m. - 5:00 p.m. CT
  - [http://www.jointcommission.org/standards\\_information/online\\_question\\_form.aspx](http://www.jointcommission.org/standards_information/online_question_form.aspx)
- Identify required documentation by reviewing the Required Written Documentation chapter in the *CAMLAB*.
- Perform tracers with your staff.

### Information and documentation you need to have ready for the survey

- Name of key contact person who can assist in planning tracer selections
- CLIA certificates, specialties and subspecialties, state licenses, and personnel license or certification if required by the state or organization policy
- An organizational chart and map of the facility (include all CLIA required roles).
- Ability to retrieve testing records for patients who have had laboratory tests or other services for the past 24 months (4 months if an initial survey)
- Performance improvement data for the past 24 months (4 months if an initial survey)
- Proficiency data by CLIA number for the past 24 months
- Results of periodic laboratory environment inspections from the safety committee or safety officer
- Manifests for the disposal of hazardous waste for the past 24 months (4 months if an initial survey)
- A list of tests performed (test menu) and instruments used including all ancillary and point of care sites
- Employee personnel files

### Resources available to you

- Your laboratory account executive
- Standards Interpretation Group
- Leading Practice Library™
- Joint Commission Center for Transforming Healthcare
- Lab Central
- Joint Commission webpage  
(<http://www.jointcommission.org/accreditation/laboratory.aspx>)
  - Free audio conferences
  - CLSI crosswalk
  - Standard's FAQ
  - Tracer Methodology 101 article
  - Lab Focus

