

# Transplant Hospitals

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## Part 1

Create an initial certification kit for a transplant hospital.

### 1 Open ACO

- Open ACO.
- Activate the TRANSPLANT HOSP selection set.

### 2 Locate your transplant hospital

- In the alpha tree, click the + next to your training letter.
- Find <A> **Transplant Hospital**, where A is your assigned training letter.

### 3 Create initial certification

- Right-click the name of the transplant hospital, and select **Create Certification**.

### 4 Define survey

- On the Certification & Surveys tab, scroll to the Survey List section and click **New**.
- Click **OK** to create a Health survey.
- In the survey window, enter:
  - Start date: **6/13/2015**
  - Exit date: **6/15/2015**
  - Regulation(s): Select current regulation set at the top of the list
- Click Update to define survey team members.
  - In the Staff Availability List, select yourself, then click **OK**.Type of Survey and Extent are already selected.
- Click **OK** to close survey properties.
- Click **No** when the system asks if you would like to go to Citation Manager.
- Click **Done** to close the Certification Kit.

### 5 Add 2 transplant programs

- Reopen the certification kit (right-click and select certification kit), and go to the **Transplant Programs** tab.
- Under Transplant Program Summary, click **Add Program**.
- Select **Adult-Kidney Only**, then click **OK**.
- In the Surveyed for Approval column, select **Onsite**.
- Under Transplant Program Details, enter Date Application is Received: **06/01/2015**.

- Under Transplant Program Summary:
  - Click **Add Program**.
  - Click **Yes to All** to override the edit check.
  - Select **Adult-Liver**, then click **OK**.
  - Under Surveyed for Approval, select **Onsite**.
  - For Date Application is Received, enter **06/01/2015**.

## 6 Close the certification kit

- Click **Done** to save and close the certification kit.
- Close ACO.

The RO enters the date the selected transplant program was approved for this certification cycle.

## 7 Open ARO

- Open **ARO** from your desktop.
- Activate the **TRANSPLANT HOSP** selection set.

## 8 Locate your transplant hospital

- In the alpha tree, click the **+** next to your training letter.
- Find **<A> Transplant Hospital**, where A is your assigned training letter.
- Right-click the certification kit under the name of the transplant hospital, and select **Certification Kit**.

## 9 Approval Date This Cert

- Go to the Transplant Programs tab.
- Highlight the **Adult Kidney-Only** program type.
- In the Transplant Program Details section, for Approval Date This Cert, enter **06/15/2015**.
- Highlight the **Adult Liver** program type.
- In the program details section, for Approval Date This Cert, enter **06/15/2015**.
- Click **Done** to close the certification kit.
- Close ARO.

## Part 2

You conduct the survey, and add citations.

### 10 Open certification kit

- Open **ACO**.
- In the alpha tree, click the **+** next to your training letter.
- Find **<A> Transplant Hospital**, where A is your assigned training letter.
- Click the **+** next to the hospital name.
- Right-click the certification kit and select **Certification Kit**.

### 11 Cite tag X-0015 for each program

- Go to the Survey List and click in the row containing your survey to select it, then click **Citations Mgr**.
- Cite tag **X-0015**, by dragging it from the Regulations pane to the Citations pane.
- In Citation Properties, make sure Initial Certification is highlighted, then click **OK**.
- The Error Message tells you that you need to select a Transplant Type. Click **OK** in the message box.
- Click Transplant Types.
- Select the box for **Adult Liver**.
- Next, select the **Adult Kidney-Only** program.
- Click **OK** to close the Transplant Types window.
- Click **OK** to close Citation Properties.
- Add evidence text, if desired, and click **OK** when done.
- Click **Done** to exit Citation Manager.

You review and send out the CMS-2567, and add that information to the certification kit. You also correct the Transplant Programs.

### 12 Print CMS 2567 Report

(Please do not send it to the printer)

- To take a look at the CMS-2567, under the Survey List, click **Survey Forms**.
- Select **CMS 2567** and click **OK**.
- Click **OK** in the Customize window to accept the defaults.

- When the CMS-2567 prints to screen, note the 2 transplant programs listed in the ID PREFIX TAG column.
- Close the report and click **Cancel** to close the Select Forms to print window.

### 13 Enter 2567 Issued dates

On the Certification & Surveys tab, go to the Survey List and enter the following:

- In the 2567 Issued column, enter **06/15/2015**.
- Select the **2567/B Entry Complete** check box.
- If you get a message about revisit scheduling, click **OK**.

The 2567/B check box should be selected whenever you finish data entry for a starting survey or for a revisit. The field is audited, both when you initially check the box, plus when you make any changes.

The POC comes in, and the facility states that all tags will be corrected by 7/7/2015.

### 14 Enter completion dates

- Enter a Signoff (X6) date of **06/22/2015**.  
Because tag X-0015 was cited for 2 different programs, you cannot enter the completion dates on the Citation List grid.
- Open Citations Manager.
- In the Citations list, right click on tag **0015** and choose **Citation Properties**.
- Click **Transplant Types 2**.
- Click **Update Dates**.
- Enter completion date of **06/22/2015** for both Transplant Types.
- Click **Close**, then click **OK**, and **OK** again to return to Citation Manager.

### 15 Create followup

- Click **Done** to exit Citation Manager
- Under the Survey List, click **Create Revisit**. Say **Yes** if you are asked about completion dates.
- Enter **07/07/2015** and **07/09/2015** for Start and Exit dates.
- Click **OK** when done, then click **Done** to close the certification kit.

Over the course of 3 days, you visit both transplant programs, and both have corrected their tags.

#### 16 Enter correction dates

Instead of going into Citation Manager to enter correction dates, let's do it an easier way:

- Reopen the Certification Kit, and select the **Transplant Programs** tab.
- In the row for Adult Liver, click **View**.
- Enter **07/07/2015** for the correction date. Click **Close** when done.
- Repeat these steps for **Adult Kidney-Only**, using **07/09/2015**.

#### 17 Print 2567B

- Go back to the Certification & Surveys tab.
- Highlight the revisit survey.
- Select Survey Forms.
- Select the **CMS 2567B** check box, then click **OK** to generate the form.
- Review the form. The Correction Completed date for tag X0015 is **07/09/2015**. The system uses the final correction date entered for all citations.
- Close the form.
- Click **Cancel** to exit the Select Form(s) to print window.

#### 18 Close the kit

- Click **Done**.

You are asked to provide a list of transplant hospitals, so you print a report.

#### 19 Print Facility List Report

- Make sure the **TRANSPLANT HOSP** selection set is active.
- In **ACO**, go to the **Type** tab.
- In the tree, highlight **01 Hospitals**. This creates a list of all hospitals included in the TRANSPLANT HOSP selection set in List View.
- Highlight any facility name in the list view, right-click and select **Quick Report / Facility List**. The report prints to the Crystal viewer. You can export the report to pdf, but we're not going to do that.
- Close the report.