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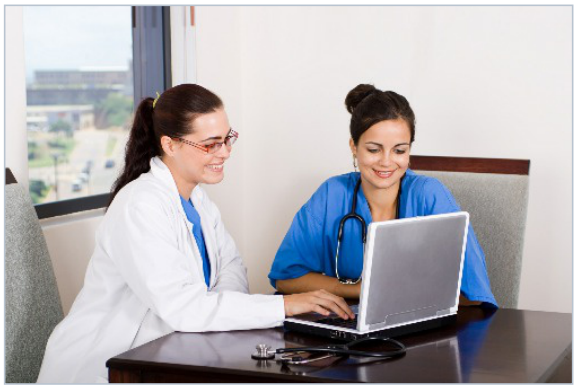

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$75.00 / month

12-month minimum contract • easy credit card payments
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Minutes for Every Committee

Template ready, with agenda topics and support documents

- **Board of Directors:** annual meeting, approval of key staff, approval of the plan of correction after a survey
- **QAPI and Clinical Record Review:** every agenda topic ready to discuss, with support document templates
- **Safety Committee:** tabletop exercise, disaster drill, communication plan, hazard vulnerability analysis (federal part of the CEMP)
- **Ethics, Infection Control, Civil Rights, and Compliance** committee minutes
- **Pandemic and emerging infectious disease** planning documentation

Annual Reports

All mandatory annual duties, included as templates

- Strategic Plan
- Capital Expenditure Plan
- Contracts annual evaluation
- HIPAA implementation evaluation
- Risk Management annual report
- Infection Control annual report
- Infection risk and surveillance
- PI annual report
- Biomedical waste compliance
- Bloodborne pathogens report
- Safety Program evaluation
- Annual environmental report
- IV therapy annual report
- TB risk annual assessment
- Exposure Control Plan review
- Agency Compliance report
- OSHA 300 reports
- Emergency Plan (federal part)

Monthly and Quarterly Reports

Ready to use as templates all year long

Infection Prevention

- Prioritized infection risk
- Surveillance of infections
- Infection control effectiveness
- Hand hygiene improvement

Fall Prevention

- Intervention plan, evaluation
- Fall prevention assessment
- Fall investigation report
- Data collection and prioritized list

QAPI Reports

- QAPI project (hospitalizations)
- Hospitalization risk analysis
- PDSA (Plan-Do-Study-Act)
- Trends and adverse events

"Why pay expensive outside consultants when your staff can complete every required task in your own office, with unlimited use anywhere Internet access is available?"

Virtual Consulting Services

Everything your Agency needs, ready to complete in your own office

Medication Management

- Medication error analysis
- Medication error incident report
- Patterns and trends
- Beers Criteria medication list

Multiple Reports

- HHVBP and outcome analysis
- Total discharged patients
- Following-policy report
- Incident occurrence report

Administrator Reports

- Financial and billing report
- Diabetes control log
- Safety tracking log
- Compliance reports

Be Organized: Electronic Logs

The most important logs, in digital format

Clinical record entry log • Referral log • High-alert medications • Medication reconciliation • Look-alike/sound-alike meds • Supplies inventory and cleaning • Fall injury review and tracking • Infection control logs • Hospitalization log • Patients on oxygen therapy • Coordination of care log • Emergency priority list • Hazard vulnerability log • Complaints log and summary • On-call / complaint report • Orders movement log • Accident and incident logs • Patient survey forms • Adverse event reports • Extinguisher maintenance log

Human Resources

All HR tasks included

90-day and annual evaluations, all disciplines • CoP job descriptions and agreements • Staff verification links (license, OIG, E-Verify) • Staff chart audit and report to the Board • Initial and exit interviews • Warning, survey and concern forms • DON / ADON and supervisor orientation • Glucometer, hand hygiene, bag technique • Influenza vaccination documentation

Full-Year Staff Training In-Service Program

With a video presentation for every training

Each training includes the course, post-test, answer key, records, certificate, and a **narrated video**.

- **Infection Prevention**
- **Emergency Preparedness**
- **Artificial Intelligence**
- **Clinical Documentation**
- **Policy Manual and Compliance**
- Bloodborne Pathogens, Hand Hygiene
- Fall Prevention, Workplace Violence
- Medication Management
- Patient Rights and Abuse Reporting
- Medicare CoPs, Admission, Sign-Up
- Wound Care, Skin, IV Therapy
- *and many more topics*

QAPI Tools and As-Needed Forms

PI monitoring log • QAPI projects (samples) • Target for improvement report • Measurable improvement report • QAPI plan and data collection • Chart audit and progress note review • Plan of Care assessment tool • Plan of Care tips by disease • PI bar graph study • Organizational chart • Legal representative notice • Electronic signature form • Discharge for cause • Release of information • Staff change form, and more

We also provide every manual your Agency needs: Policy and Procedures Manual (at the best industry price), Emergency Plan with electronic submission, QAPI Manual, Infection Prevention Manual, and more. Contents and prices: www.pnsystem.com/Consulting.htm.

Call for a free online demonstration: 786-514-9352

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