

# Notice of Accreditation Survey

Name of Organization: \_\_\_\_\_

This is an Unannounced survey, or

The Survey date(s) are: \_\_\_\_\_

The above-named organization has voluntarily requested this accreditation survey as a means of having a third-party review of the entire organization to build upon strengths or identify opportunities to improve its delivery of safe, high-quality health care. The survey will evaluate the organization's compliance with AAAHC Standards for ambulatory health care organizations and to determine if accreditation should be awarded to, or retained by, this organization.

Members of the general public, patients, and individuals on the staff of this organization, believing that they have relevant and valid information about this organization's provision of health care or compliance with AAAHC Standards, may request to present this information to AAAHC surveyors at the time of the survey **or** may communicate such information in writing or by telephone to the AAAHC office.

All information received from identified individuals at or prior to the survey will be considered in making the accreditation decision. The information presented will not be debated with the reporting individual. Requests for presentation must be received at least two weeks prior to the survey in order to allow sufficient time to schedule presentations.

A request to present or report information may be communicated in writing by mail to the address below; email to [feedback@aaahc.org](mailto:feedback@aaahc.org); or by telephone as listed below.

**Accreditation Association for Ambulatory Health Care, Inc.**

5250 Old Orchard Road, Suite 200 Skokie,  
IL 60077  
Telephone: 847.853.6060  
FAX: 847.853.9028

This Notice of Accreditation Survey is posted in accordance with AAAHC requirements, and may not be removed until after the survey has concluded, or until it has been posted for 30 days if the survey ends prior to that period.

Date This Notice Was Posted: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

# IMPORTANT REMINDER

The ***Notice of Accreditation Survey*** (included in this confirmation packet) must be prominently posted throughout your organization for a minimum of 30 days. Please complete, photocopy, and post multiple copies of the ***Notice*** to achieve widespread awareness and opportunities for public feedback.

## Instructions

AAHC policy requires that an organization applying for accreditation or re-accreditation announce the date of the survey and communicate the opportunity for public presentation of relevant information. This ***Notice of Accreditation Survey*** is to be posted within the organization's premises, in a manner intended to give public notice 30 days prior to the scheduled survey date. If the survey occurs less than 30 days after this packet is received, the *Notice* must remain posted for a period of *not less than 30 days*.

For organizations undergoing an AAAHC/Medicare Deemed Status survey, the *Notice* must be completed and posted upon receipt of the confirmation letter, and remain posted until the survey is completed.

In any case, the *Notice* must remain posted for a period of *not less than 30 days*.

The date and the name and title of the person responsible for posting should be recorded on the *Notice*. The *Notice* must be prominently displayed at all facilities, including each satellite, in public locations such as the lobby, reception area, cashier desk, or other public area, so that large segments of the public served are likely to view it. Posting must be at least as conspicuous as the AAAHC accreditation certificate.

Additional copies of the *Notice of Accreditation Survey* are also available at [www.aaahc.org](http://www.aaahc.org). At the time of the survey, AAAHC surveyors will verify when and where the *Notice* was posted.