
CHAPTER 2
MEDICAL FACILITIES AND PATIENT MANAGEMENT

4-2.1C(2) continued

- a. The organization and composition of the committee;
- b. Frequency of meetings;
- c. The type of minutes to be kept;
- d. The method to be used in selecting cases on a sample or other basis;
- e. Arrangements for committee minutes and their dissemination.

(3) Committee Composition

The utilization review will be conducted by a staff committee or committees of the hospital composed of two or more physicians and the Director of Nursing with the inclusion of other professional personnel.

Existing staff committees may assume the review responsibility stipulated in the plan. In smaller hospitals, all of these functions may be carried out by a committee of the whole or a medical care appraisal committee.

(4) Records

- a. Minutes of committee meetings are to be kept of the activities of the committee.
- b. Minutes will be submitted to the Service Unit Director and the Area Director.
- c. Minutes of each committee meeting will be retained as required by the Joint Committee on Hospital Accreditation.

(5) Follow-up

- a. The committee will make recommendations to the Service Unit Director for necessary action and follow-up to assure the best use of service and resources to obtain the highest possible care.
- b. The Service Unit Director will be responsible for necessary corrective action.
- c. In the submission of the minutes to the Area Director the Service Unit Director will advise of corrective action taken or to be accomplished.