



# Maine Medical Association External Peer Review Program

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## Template for Final External Peer Review Report

Objective: The goal of a final external peer review report is to meet the needs of the requesting organization, provide a timely report in a consistent and comprehensive format with the ultimate objective of improving patient care. The format below is expected recognizing that modification may need to be made

### Final Report Format:

#### I. Introduction

List of reviewer(s)

Date of Review

Purpose of Review (i.e. To evaluate the appropriateness and quality of care .....)

#### II. Background Information

This could include but not limited to:

Summary of the environment/facility

Specifics to special requests by requestor

References to observations - i.e. tours, equipment, staffing, etc.

#### III. Review process

This could include but not limited to:

Where the review was held

How the review was coordinated

Number of cases reviewed and how the records were chosen - random or specifically requested by the requestor or both

One or multiple practitioners

Identifying individuals/titles who were interviewed

Review of practice protocols, policies and procedures, etc.

#### IV. Summary of Findings

The following sub-categories should be addressed:

A. General Information

B. Quality of the Medical Records

C. Case Mix

D. Quality of Care - General Findings

E. Specific Concerns/Comments

F. Reviewer(s) Suggestions/Recommendations/Options to Consider

G. Summary

If appropriate a copy of the worksheets or summary of each chart review, reference materials provided, sample forms shared, etc should be attached with the final report.