



Maine Medical Association

# External Peer Review Program

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## Guidelines for Requesting Organization

### Prior to the Scheduled Review

#### Off- site Review:

If needed, contact the identified chair and/or reviewer to outline the reason(s) for the review.

#### On-site Review:

Contact the identified chair to confirm the date, time of arrival, location and specifics for the day(s) the review is scheduled – i.e. lunch, individual meetings, estimated time of the exit review, and who may be attending any of these meetings, etc.

### Day of the On-site Review

The CEO or identified liaison should:

- Greet the team on their arrival.
- Tour the facility if appropriate.
- Provide the review team with a confidential space, telephone, IT access and support.
- Ensure that appropriate access and support for electronic or paper medical records is available.
- Provide any supporting documentation - i.e. credentials file, minutes of meetings.
- Identify an accessible “go to” person should there be questions.
- Periodically check in with the team to see if they have questions or needs.
- Discuss an approximate time for the exit summary and who is attending.
- Provide any forms that are needed by the requesting organization for reimbursement expenses - i.e. mileage, overnight accommodations, food.

### Evaluation Form(s)

Complete and return the evaluation form provided by the MMA Peer Review Coordinator. Give the medical practitioner(s) being reviewed their evaluation form(s) and request completion.

Address: 30 Association Drive, P.O. Box 190, Manchester, ME 04351

**NOTE:** All actions and decisions made regarding credentialing of the reviewed medical provider(s) are the responsibility of the organization requesting the review.