

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
SLEEP DISORDER CENTER POLICY**

Effective Date: June, 2010

Cross Referenced:

Reviewed Date: 04/12

Revised Date:

Policy No: 7.004

Origin: Cardio Pulmonary

Authority: Cardio/Pulmonary Manager

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Policy: The Hackettstown Regional Medical Center (HRMC) medical staff who supply diagnostic interpretations of undesignated PFT and Sleep Study testing will meet credentialing standards, follow the application procedure for panel participation and meet the defined performance guidelines.

Purpose: Define the rules and regulations as they relate to Pulmonary Function Testing (PFT) and Sleep Lab panel qualifications, application process and performance guidelines

Procedure: HRMC will provide interpretations for undesignated diagnostic testing via a panel system. The panel system will ensure studies are interpreted by qualified medical staff providing a high quality product.

Sleep Lab Panel

Qualifications:

1. Board Certified or Board Eligible by the Accreditation Council for Graduate Medical Education (ACGME); or
2. Board Certified or eligible in Sleep Medicine by the American Board of Medical Specialties). (ABMS)

Application Procedure:

1. All Candidates must submit to the Department of Medicine a written request to participate in the Sleep Lab panel.
2. HRMC Organizational Medical Director and the Credentialing Committee will evaluate the application of all panel candidates and make all final decisions to accept/decline additional panel members. Candidates must be reviewed and approved according to the criteria from the FPPE in order to participate as a full panel member.
3. New panel members must undergo review by a senior panel member to ensure that the processes are in accordance with the system wide standards.
4. Factors that affect the decision to add/remove panel members are: adherence to panel rules, completion of all quarterly quality assurance measures, volume to support the addition/removal of a panel member, adherence to all performance and improvement measures.

Performance Standards:

Sleep Lab Panel:

1. The hospital will be responsible to score all sleep studies within 24 hours of the study.
2. The panel membership will be responsible to interpret and sign all undesignated sleep studies with 72 hours of sleep study being scored.
3. All undesignated studies not interpreted within 72 hour of being scored will automatically be reassigned to the panel member scheduled to cover the following week.
4. The reassignment of 5 studies in a three month period will result in suspension of panel participation for three consecutive months.
5. Panel members must read their own sleep studies within 7 days of scoring otherwise HRMC reserves the right to reassign the sleep study.

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Duties and Responsibilities:

Sleep Lab Panel:

1. Peer review establishing the accuracy of interpretations will be performed quarterly. Concordance of 90% being established as the threshold for further investigation.
2. Panel rotation will be on a weekly basis. The coordinator of the sleep lab or designee will provide a monthly schedule where panel members will be providing interpretation coverage from Sunday to Saturday. The coordinator will not alter the schedule to accommodate vacations.
3. Panel members who are unable to meet panel requirements should arrange for coverage and inform the coordinator or designee about the change.
4. Weeks will be assigned per accepted panel individuals and not per practice.
5. Panel members who are in affiliation/practice with another panel member may defer their assigned week to a panel member of their choice. If the panel member does not designate another panel member to cover his/her week, the week will be designated to another panel member at the discretion of hospital administration based on the sleep centers and patients' needs.
6. Panels rules may be altered at anytime by HRMC Organizational Medical Director or Senior Administrators based on the needs of patients and the Sleep Disorders Center.