

Inter-Rater Reliability (IRR) Audit Preparation Checklist

To assure a timely and successful IRR, the following checklist is provided to assist the SCQR with essential activities required prior to the scheduled audit.

Sites with Full Case Abstraction Audits:

- A month before your audit date, MSQC Coordinators will reach out to SCQR and SCQR Supervisor to begin the process of securing remote EMR access.
 - Confirm with your Supervisor/IT Team if IRR will be performed with remote access of the Electronic Medical Record (EMR) (preferred), or if an electronic file will need to be sent to MSQC.
- Obtain PHI/HIPAA/security/confidentiality documents for the remote EMR access for MSQC Coordinators to sign if required.
- The SCQR will secure and verify remote electronic access to medical records prior to the audit.
- SCQR and Supervisor receives the list of 16 cases for audit from MSQC Coordinators in the IRR Confirmation email 2 weeks in advance of the audit and will provide to IT Team if required.
- OPTIONAL: Pull handwritten data collection forms or case notes, if applicable, including verification of 30 day follow up information. Download or print each audit case from the Workstation for easy reference when reviewing the audit results.

Sites with Mini Case Abstraction Audits:

- MSQC Coordinators will provide SCQR and Supervisor the list of the 5 cases for audit in the IRR Confirmation email 2 weeks in advance of the audit.
- Retrieve the requested documentation (i.e., operative and path report, H&P, etc.) for each case and send *securely* to MSQC-Info@med.umich.edu.

Sites with Sampling Frame/Case Inclusion Audits:

- MSQC will provide your list of the 2 specific cycles to be audited.
- The Operative (OR) log must include ALL MSQC and non-MSQC cases and include minimally the following elements:
 - MRN
 - Date of Birth (or age at time of surgery)
 - Patient In Room – Date and Time
 - OR Date
 - Procedure Performed
- Send the OR Logs *securely* to MSQC-Info@med.umich.edu (since the OR Logs contain PHI)
- If your IT Team or another prepares an OR Log with some cases excluded prior to SCQR verification and uploading, please send these also