

## East Texas Gulf Coast Regional Trauma Advisory Council

### Regional Performance Improvement Request for Case Review

**Instructions:** You may submit any concern you define as a performance improvement issue that requires review. The PI Committee will review the concern and may decide the issue is not appropriate for system discussion and recommend that it is managed internally in your facility or agency. You will be notified when your case is up for review. If you have any questions, please contact Diana Mapp (409) 747-0152.

#### Submit Request:

1. Complete the attached Regional Performance Improvement Case Review Request Form.
2. Email an encrypted form to [RACRPI@manvelEMS.org](mailto:RACRPI@manvelEMS.org). If you are unable to send an encrypted message, please FAX your form with a cover sheet to (409)-747-0151.
3. You must include your contact information to ensure we are able to reach you for any questions about the submission.

#### What happens to my submission?

1. Once your request has been received, you will receive confirmation within one business day from the PI Chair or their representative that your submission is being processed.
2. The PI Chair will make the determination if the case warrants presentation at the PI Committee.
3. If the case will be reviewed, the PI Chair or designee will compile any associated documents and/or recordings necessary.
4. All parties involved will be notified when the case is up for review and invited to the meeting.
5. Results of the review will be available on request to the involved parties.

#### Confidentiality:

- This document may contain CONFIDENTIAL information.
- All proceedings and records of the East Texas Gulf Coast Regional Advisory Council Performance Improvement Committee are confidential. All professional review actions and communications made to or from RAC-R Performance Improvement Committee are privileged communications under Texas and federal law. *“In accordance with Texas Health and Safety Code Section 161 et seq. and Medical Practice Act Article 1409, all proceedings and records of the committee are privileged and confidential.”*
- Your signature below indicates you understand that you are not to discuss any committee business outside of the committee meeting. This includes any/all written information, discussions, verbal testimony, etc. You also understand that failure to uphold these laws may result in criminal charges.

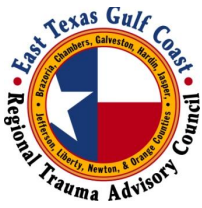
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

*“In accordance with Texas Health and Safety Code Section 161 et seq. and Medical Practice Act Article 1409, all proceedings and records of the committee are privileged and confidential.”*

September 2017



## East Texas Gulf Coast Regional Trauma Advisory Council

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**Note:** The PI Committee reviews *system* issues. You may submit any issue you define as a system issue that needs further review. The PI Committee may decide the issue is not appropriate for system discussion and recommend that it is managed internally in your facility or agency.

**Today's Date:** \_\_\_\_\_

<b>Your Name:</b>	
<b>Your Title:</b>	
<b>Name of Person Referring Case (if different):</b>	
<b>Title of Person Referring Case (if different):</b>	
<b>Name of your Facility or Agency:</b>	
<b>Provide your contact phone number:</b>	
<b>Provide your email:</b>	
<b>Type of Event (select one):</b>	<input type="checkbox"/> Cardiac <input type="checkbox"/> Stroke <input type="checkbox"/> Trauma <input type="checkbox"/> Other
<b>Please describe the event:</b>	
<b>What actions have you taken to address the problem?</b> (ie: contacted agency PI person and requested run sheet/chart; talked with PI person and informed them of issue, etc.)	

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