

*ALABAMA QUALITY ASSURANCE FOUNDATION*  
*Medical Peer Review*

**PRO GENERAL MEMORANDUM NO. 93/96-10**

**FOR IMMEDIATE DISTRIBUTION TO YOUR MEDICAL STAFF  
AND UTILIZATION REVIEW - QUALITY ASSURANCE DEPARTMENTS**

**TO: ADMINISTRATORS AND CHIEFS OF STAFF - ALL ALABAMA  
HOSPITALS; MEDICAL RECORDS DEPARTMENTS**

**FROM: H. TERRELL LINDSEY  
PRESIDENT AND CHIEF EXECUTIVE OFFICER**

**DATE: DECEMBER 16, 1993**

**SUBJECT: COOPERATIVE CARDIOVASCULAR PROJECT: EXPECTATIONS FOR  
RECORDS SUBMISSION**

---

**I. PURPOSE**

This General Memorandum is to inform Hospital Medical Record Departments of the Foundation's expectations on obtaining medical records for the Cooperative Cardiovascular Project. Due to project deadlines, timely submission of the complete medical record is crucial.

**II. EXPECTATIONS**

- A. Each hospital has thirty (30) days to provide a copy of the chart to the Foundation when notified of case selection for CCP review. Due to deadlines for this project, these charts should be priority and sent as soon as possible.
- B. If missing elements are identified in the charts, such as cardiac catheterization reports or exercise stress test results, the Foundation's review department will issue a special request to provide the needed element(s). Each hospital has fifteen (15) days to submit the missing element(s). If not received, a technical denial (TD) will be issued.
- C. Due to the established deadlines, facsimiles (fax) of catheterization reports or other missing elements will be accepted, and are preferred.

**General Memorandum NO. 93/96-10**

**December 16, 1993**

**Page Two**

---

- III. If you have questions regarding this information, please contact Rhonda Wallace, R.N., CCP Project Coordinator at (205) 970-1600, extension 3434 or 1-800-760-4550, extension 3434 or Becky Hollingsworth, R.N., Director of Non-Physician Review at (205) 970-1600, extension 3203, or 1-800-760-4550, extension 3203.

jdb

cc: Jennifer Barnett and Robert Turkel, MD/FMQAI; Juanita Dixon, PO/DHHS; Robert Toomey, RN, MR/DHHS; J. Michael Horsley/ALAHA; Lon Conner/MASA; Frazer Rolen/ALAHA-B'ham; Jane M. Cottos/OIG-DHHS; Joan Hicks, RRA/UAB; AQAF Board of Directors; Lynda Northcutt/BCBS