

Great Achievements Come One Step at a Time

**A Snapshot of the Process
to Achieve Joint Commission
Ambulatory Care Accreditation**



1 Explore your options with us

To get started, simply call (630) 792-5286 to discuss which program and survey options are the best fit for your needs, including:

- Deemed Status Survey options for Medicare certification
- Primary Care Medical Home certification option
- Special survey options for multi-site care providers

2 Review the requirements

Request free 90-day access to our online standards manual (E-dition).

- First select the appropriate setting type, so you can view standards that are relevant to the patient care you provide
- Review the written document checklists
- Identify your focus areas for preparation and potential target survey month

3 Assess your readiness

When reviewing the standards, make a list to determine:

- Requirements that are applicable
- Areas of compliance and non-compliance
- If and where policies/procedures might need to be changed

If you need any help interpreting or meeting the standards, visit www.jointcommission.org/standards.

**For more information on
Joint Commission Ambulatory
Care Accreditation, please
call (630) 792-5286 or visit
us at [jointcommission.org/
AHCprogram](http://jointcommission.org/AHCprogram).**



4 Submit application with your deposit

To request an application, call (630) 792-5286 or email ahcquality@jointcommission.org.

- Our team will set up a secure account page for your organization on The Joint Commission’s internal site (extranet)
- Access the internal site with your login name and password to complete your application
- Indicate your preferred survey month, which can be up to 12 months from the time you apply, as well as 15 blackout dates to avoid scheduling an on-site event
- Submit your application when complete and pay the \$1,700 deposit to begin the scheduling process

Upon submitting an application, you will be assigned a dedicated point-of-contact to assist you with the application and everything after. Find your Account Executive on your extranet site.

5 Review & address any identified gap areas

Establish a timeline to implement any changes needed to comply with all the standards by the time of your on-site accreditation survey.

6 Access resources & prepare for your on-site survey

Access your organization’s extranet site to view the Survey Activity Guide which provides all the details of the surveyor(s) onsite agenda. You can also access multiple free resources available to you, including:

- Leading Practice Library, Standards BoosterPaks®
- Visit for additional educational resources available to help you prepare for accreditation

7 Participate in your first Joint Commission survey

Meet your Joint Commission surveyor(s) and undergo the comprehensive on-site review. A preliminary, written accreditation report will be made available to you at the end of the survey.

8 Complete any post-survey follow up

If further changes are requested:

- Resolve the issues
- Report back to your Account Executive within the requested time period, usually about 60 days

9 Celebrate/publicize your accomplishments

When you’ve attained “The Gold Seal of Approval®” – let the world know!

- Visit www.jointcommission.org/publicity_kit for tips on promoting your accreditation
- View your listing at www.qualitycheck.org as a Joint Commission accredited organization

Don’t forget to report your new status to your liability insurer to see if you qualify for reduced rates.

10 Maintain survey readiness

Take advantage of many resources to maintain your compliance with Joint Commission requirements.

- Use the Focused Standards Assessment process to continuously improve your organization’s performance in the years between surveys
- Notify your Account Executive of any major changes in your organization
- Check your extranet site periodically for any updates to Joint Commission standards or processes