

### Purpose:

To outline how the Pennsylvania Trauma Systems Foundation (PTSF) Board of Directors (Board) will address concerns raised by hospitals that are not in agreement with the accreditation determination and/or the significant issue(s) cited within the accreditation report.

### Procedure:

1. If the institution is not in agreement with the Board's accreditation decision regarding the duration of accreditation, significant issue(s) cited, or determination of de-accreditation, the hospital may submit a request for reconsideration to the PTSF Executive Director. The written request must be sent electronically to the PTSF Executive Director by the due date on the Accreditation Report cover letter and contain the following:
  - A. Letter summarizing areas of dispute.
  - B. Documents supporting reason(s) for reconsideration, with patient identifiers removed.
2. PTSF staff and a panel of up to three Board members will review the request and supporting documentation.
  - A. Panel Board Members will be selected based on the type of significant issue(s) cited in the Accreditation Report and the PTSF Conflict of Interest policy.
  - B. The Board Panel may include physicians, nurses, and hospital administrators as determined by PTSF.
3. A meeting will be scheduled between the hospital and the PTSF Board Panel, during which the areas of dispute and supporting documentation will be presented by the institution and discussed. The purpose of the Board Panel meeting is to collect information from the hospital concerning its disagreement with the accreditation decision or significant issues in order for the Board Panel to gain information necessary to present the reconsideration to the full Board for a final determination.
4. The Board Panel will present their review and recommendation(s) to the entire Board which will determine whether to accept the panel's recommendation.
5. The Board's final decision will be shared with the hospital leadership within 5 business days of the Board determination.
6. If the hospital remains in disagreement with the final decision of the Board, the hospital may then initiate the process outlined in PTSF policy AC-103: Appeals Process.

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Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 07/22/2008

Revise Date: 12/08/2011, 09/29/17, 07/23/2020, 04/05/2022

Review Date: 09/20/2012, 04/01/2016, 07/01/2019, 09/16/2021, 02/13/2023