

### Purpose:

To outline the process for how an institution requests a reconsideration of a Pennsylvania Trauma Systems Foundation (PTSF) Board of Directors (Board) decision on accreditation determination and/or significant issue(s) cited, and how the PTSF Board will address the request for reconsideration.

### Procedure:

1. If the hospital is not in agreement with the Board's 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 President. The request must be sent electronically to the PTSF President by the due date on the cover letter for the accreditation report or significant issue notification and contain the following:
  - A. Summary of 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. Board members are selected for the panel based on the type of significant issue(s) cited and the PTSF Conflict of Interest Policy.
  - B. The Board panel may include physicians, nurses, and hospital administrators as determined by PTSF.
3. A PTSF representative will schedule a meeting between the hospital and the PTSF Board Panel.
  - A. The meeting provides the hospital with an opportunity to present information pertinent to the hospital's disagreement with the accreditation decision or significant issue(s) to the Board panel members.
  - B. The meeting may occur remotely through video conferencing or in person, as determined by PTSF.
4. Board panel members present all necessary reconsideration information, related discussions, and their recommendation to the full Board for final determination.
5. The Board's final decision is shared with the hospital leadership within five business days of the Board's determination.
6. If the hospital remains in disagreement with the Board's final decision, 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, 12/12/2024

Review Date: 09/20/2012, 04/01/2016, 07/01/2019, 09/16/2021, 02/13/2023, 01/16/2026