INSTRUCTIONS FOR REPORTING IN-OFFICE SURGERIES, PROCEDURES AND SENTINEL EVENTS FOR 2010

1. All licensed physicians in Nevada, both M.D.s and D.O.s are required by law, Chapters 630 and 633 of the Nevada Revised Statutes, to report to their respective licensing boards annually all in-office surgeries and/or procedures that require the use of conscious sedation, deep sedation or general anesthesia, and the reporting of any sentinel event arising from any such surgery/procedure.

2. This reporting requirement is mandatory. Failure to submit a report or knowingly filing false information in a report is grounds for disciplinary action, pursuant to NRS 630.30665. Negative reporting is mandatory.

3. Form A: is to be completed and signed by you if you performed surgeries/procedures requiring conscious sedation, deep sedation or general anesthesia, in your office, or in a location *other than* those facilities which are listed on Form B and on pages two (2) and three (3) of these instructions, within the state of Nevada.

4. Form B: is to be completed and signed by you if you DID NOT perform any surgeries/ procedures requiring conscious sedation, deep sedation or general anesthesia, in your office, or in a location *other than* those facilities which are listed on the form itself and on pages two (2) and three (3) of these instructions. ***Negative reporting is required by law***.

5. Sentinel Event Report Form: is to be completed for each and every sentinel event you report. The **Sentinel Event Report Form** accompanies the **Form A. You must also submit Form A if you are reporting a sentinel event.** (NOTE: *Please make copies of the Sentinel Event Report Form before completing it if more than one sentinel event is to be reported, as only one form is included with these instructions.*) The Sentinel Event Report Form must be signed by the reporting physician. An example listing is provided on page three (3) of these instructions.

6. This requirement applies to all surgeries/procedures performed in office or in any other facility, EXCEPT at a medical facility as that term is defined in NRS 449.0151, i.e., a surgical center for ambulatory patients or a hospital, among many others, or surgeries performed outside the state of Nevada. *For easy reference, these excepted facilities are listed on Form B, and on pages two (2) and three (3) of these instructions.*

7. Conscious Sedation

"Conscious sedation" means a minimally-depressed level of consciousness, produced by a pharmacologic or nonpharmacologic method, or a combination thereof, in which the patient retains the ability independently and continuously to maintain an airway and to respond appropriately to physical stimulation and verbal commands.

You must report the number (how many) and type (name of the surgery or procedure) of surgeries/procedures in which you used ***conscious sedation*** *on a patient on Form A.*

You must report any sentinel event associated with any surgery/procedure, while a patient was under ***conscious sedation****, on the Sentinel Event Report Form and submit it with Form A.*

8. Deep Sedation

"Deep sedation" means a controlled state of depressed consciousness, produced by a pharmacologic or nonpharmacologic method, or a combination thereof, and accompanied by a partial loss of protective reflexes and the inability to respond purposefully to verbal commands.

You must report the number (how many) and type (name of the surgery or procedure) of surgeries/procedures in which you used ***deep sedation*** *on a patient on Form A.*

You must report any sentinel event associated with any surgery/procedure, while a patient was under ***deep sedation****, on the Sentinel Event Report Form and submit it with Form A.*

9. General Anesthesia

"General anesthesia" means a controlled state of unconsciousness, produced by a pharmacologic or nonpharmacologic method, or a combination thereof, and accompanied by partial or complete loss of protective reflexes and the inability independently to maintain an airway and respond purposefully to physical stimulation or verbal commands.

You must report the number (how many) and type (name of the surgery or procedure) of surgeries/procedures in which you used ***general anesthesia*** *on a patient on Form A.*

You must report any sentinel event associated with any surgery/procedure, while a patient was under ***general anesthesia****, on the Sentinel Event Report Form and submit it with Form A.*

10. Sentinel Event

A "sentinel event" is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof, including, without limitation, any process variation for which a recurrence would carry a significant chance of serious adverse outcome. The term includes loss of limb or function, *and includes any case in which the patient requires hospitalization within 72 hours after the conclusion of the in-office procedure.*

11. Reminders

The physician's signature is required, whether you submit a Form A or Form B, and is also required on each Sentinel Event Report Form, if you report a sentinel event. Providing the information required by Form A, Form B and the Sentinel Event Report Form does not violate any HIPAA provision.

Do not provide a report for a group practice as a whole - *a report is required from each and every physician*. Report only those surgeries/procedures performed within the state of Nevada.

12. You do not have to report any surgeries or procedures performed at one of the following facilities, or outside the state of Nevada:

1. A surgical center for ambulatory patients;
2. An obstetric center;
3. An independent center for emergency medical care;

4. An agency to provide nursing in the home;
5. A facility for intermediate care;
6. A facility for skilled nursing;
7. A facility for hospice care;
8. A hospital;
9. A psychiatric hospital;
10. A facility for the treatment of irreversible renal disease;
11. A rural clinic;
12. A nursing pool;
13. A facility for modified medical detoxification;
14. A facility for refractive surgery;
15. A mobile unit; and
16. A community triage center.

EXAMPLE LISTING OF REPORTABLE SENTINEL EVENTS:

1. Death that is related to a procedure or surgery that takes place in the office setting or within 14 days of discharge.

2. Transfer to a hospital or emergency center for a period exceeding 24 hours.

3. Unscheduled hospital admission for longer than 24 hours, within 72 hours of an office procedure and which is related to that procedure.

4. Other serious events: A serious or life-threatening event, occurrence or situation in the office setting, involving the clinical care of a patient that compromises patient safety and results in unanticipated injury requiring the delivery of additional health services to the patient. **These events include, but are not limited to, the following examples:**

   - surgery performed on the wrong body part
   - surgery performed on a wrong patient
   - wrong surgical procedure performed on a patient
   - unintentional retention of a foreign object in a patient after surgery or other procedure
   - perforation or laceration of a vital organ
   - serious disability associated with a medication error
   - serious disability associated with a burn incurred from any source
   - serious disability associated with equipment malfunction
   - anesthesia-related complication/event, such as anaphylaxis, shock, prolonged hypoxia, hypertensive crisis, malignant hyperthermia, severe hyperthermia, renal failure, aspiration, severe transfusion reaction or unanticipated anesthesia awareness
   - cardiac or respiratory complication/event, such as cardiac arrest, respiratory arrest, myocardial infarction, prolonged life-threatening arrhythmia, pneumothorax or pulmonary embolism
   - neurological complication/event, such as CVA, prolonged seizure, prolonged unresponsiveness, significant nerve injury, coma, paralysis, brain or spinal injury
   - infectious complication/event such as septic shock or deep site wound abscess/infection
   - fracture or dislocation of bone or joints