How to Complete a Peer Review

Every other month each radiologist is required to complete a peer review. Peer Reviews are used by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) to verify that we continue to make efforts to improve our services. JCAHO inspects the accreditation of University of Illinois Hospital every 3 years by evaluating peer reviews completed by our physicians. The completion of peer review is a JCAHO requirement; therefore, it is important that the physicians complete their peer reviews thoroughly and in a timely manner.

During the first week of each month, each physician will received either a filled or blank peer review. It is necessary that each physician evaluate and critique 50-100 procedures of their fellow attendings. Reviewing the dictations of other physicians ensure that all findings are accurate and any encountered mistakes can make corrected as soon as possible. The completion of each peer reviews reflects a physician’s year end analysis. They are one of the factors that will be used by Head of the Radiology department to determine the overall performance of each physician.

In order for the peer reviews to be entered precisely in our system, the following steps must be followed:

- If given a filled peer review form, access each exam by the name of the original reader, MRN, name of the exam, and/or accession # that are provided.
- If given a blank peer review, any exam can be reviewed within the past 3 months
- After an exam has been accessed, place a check mark to the corresponding interpretation (columns I-IV)
  - If III or IV categories are marked, the back form of the peer review must be filled for each discrepancy that was found
- Circle Y if an indication for the exam was reviewed; if not circle N
- Next, make sure to circle Y or N if the exam correlated with prior images. If for any reason the image/s of the exam cannot be access or for any other errors circle “NA” to indicate that such images are unavailable.
  ** Peer reviews with any blank columns will be returned to you. Please make sure that all columns have been filled. In order for a peer review to be process and filed, all columns need to have a marked response.**
- Once each columns/rows have all been filled, please submit the completed peer review forms to Kunal Vora.
- Please remember that peer reviews are distributed during the first week of each month. Therefore, all forms must be completed and returned on or before the last week of that same month.

Updated 07/13/2009