



ACCREDITATION ASSOCIATION  
for AMBULATORY HEALTH CARE, INC.

# Notice of Accreditation Survey

The Accreditation Association for Ambulatory Health Care, Inc. (AAAHC/ Accreditation Association) will conduct an accreditation survey of

Name of Organization

Survey date(s)

The survey will be used to evaluate the organization's compliance with AAAHC standards for ambulatory health care and to determine if accreditation should be awarded to, or retained by, the organization.

Through an emphasis on education and consultation, the ultimate purpose of the accreditation process is to improve the quality of health care delivered by this organization.

(Name of Organization)

has voluntarily requested this survey as a means of assisting its own efforts to improve the delivery of quality health care.

Members of the general public, patients, and individuals on the staff of this organization, believing that they have pertinent and valid

information about this organization's provision of health care or compliance with AAAHC standards, may request an information presentation with AAAHC surveyors at the time of the survey for the purpose of presenting such information, *or* may communicate such information in writing or by telephone to the AAAHC. All information received from identified individuals at or prior to the survey will be considered in making the accreditation decision. The information presented will not be debated with the reporting individual.

Requests for presentation must be received at least two weeks prior to the survey in order to allow sufficient time to schedule the presentations. Requests for public information presentations or reporting of pertinent and valid information may be communicated in writing or by telephone to AAAHC at the

following address and telephone number:

**Accreditation Association for Ambulatory Health Care, Inc.**  
5250 Old Orchard Road  
Suite 200  
Skokie, IL 60077  
Telephone 847/ 853-6060  
FAX 847/ 853-9028

This notice is posted in accordance with AAAHC requirements and may not be removed until after the survey.

Date posted

By

Name and Title

## Instructions

AAAHC policy requires that an announcement of the date of the survey and an opportunity for public presentation be posted on the organization's premises in all facilities in a manner intended to give public notice four weeks prior to the scheduled survey date. The date and the name and title of the person responsible for posting should be recorded on the notice when it is posted.

It is required that the notice be displayed at all facilities, including each satellite, in locations such as the lobby, reception or cashier area, usual bulletin board or other public area, and that it be posted at least as conspicuously as is the AAAHC accreditation certificate. This notice must be posted in appropriately prominent places so that all large segments of the population served are likely to be exposed to it. A copy of this form is provided, but if additional copies are needed, photocopies of this form should be used.

At the time of the survey, AAAHC surveyors are required to check when and in what manner the notice was posted in the organization.