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Center for Patient Safety Program – Getting Started

Estimated Time Requirement: 3 hours of admin time for setup (once contract signed), 5-10 minutes per event to report

These are the key steps for participating. CPS will provide assistance with each.

1. Review and sign participation agreement
2. Review your QA and PI workflow for CPS reportable events
3. Establish policies for PSES and PSWP based on that workflow (CPS provides templates and will collaborate with a conference call)
4. Establish security measures for confidential information at the provider location (CPS provides guidelines and suggestions)
5. Provide essential information for Verge (data platform contractor) to initiate your own site on the platform – it's simple demographics
6. Identify primary contact and secondary contacts for data entry and other questions; participate in training on the system (by CPS via short webinar with follow-up assistance from CPS). Or fax your data reports to CPS.
7. Train your staff about the PSO (CPS provides materials). This can be added to HIPAA training; the concepts are very similar.
8. Gather information about the facts, causes and possible means of preventing events.
9. REPORT!!!!