



ARKANSAS DEPARTMENT OF HEALTH

INSTRUCTIONS FOR COMPLETION OF THE HOSPITAL

PRE-REVIEW QUESTIONNAIRE (PRQ) FOR LEVEL I, II, III AND IV FACILITIES

1. Please be thoroughly familiar with the Arkansas “Rules and Regulations For Trauma Systems” (hereafter referred to as the Rules) prior to completion of the PRQ document. The Rules can be found at the following Arkansas Department of Health (ADH) website:
<http://www.healthy.arkansas.gov/aboutADH/RulesRegs/TraumaSystems.pdf>
2. Most hospitals will be seeking verification for the first time and may not have Trauma Registry data spanning an entire year. For these facilities, please answer questions based on at least three months of verifiable data that is no more than six months old at the time of submission of the PRQ. **If** more data is available, it should be reported. For subsequent site surveys, the reporting period is 12 months and should not be older than 14 months at the time of the survey. The questions which verify compliance with a rule or regulation are denoted with a **bold L1, L2, L3 or L4**, indicating that this is a rule or requirement for a **L1** – Level I facility, **L2** – Level II facility, **L3** – Level III facility, or **L4** - Level IV facility. These questions **must** be answered in their entirety. However, the facility’s trauma program staff should strive to answer **all** questions to the best of their ability. Many questions in the PRQ do not pertain specifically to the Rules, but rather allow the Reviewers greater insight into the facility’s trauma service and allow opportunity for the Reviewers to provide constructive recommendations for optimization of the Trauma Program.
3. Anticipate that hospitals will take up to a month to complete this document. The completed PRQ must be returned to the ADH Trauma Section no later than six weeks prior to the planned site survey. Please plan the dates of the survey accordingly.
4. **Please Do Not Change the Word Document of this form.** Complete the document electronically in *Word 97 – 2003* and submit to the ADH Trauma Section in both *Word 97 – 2003* as well as a PDF format using the ADH.trauma@arkansas.gov e-mail address.
5. Questions about completion of the PRQ should be directed to the ADH Trauma Section via e-mail at ADH.trauma@arkansas.gov. Please include in the e-mail the nature of the question and the reference within the PRQ. A representative of the ADH Trauma Section will answer the e-mail or call by the end of the next business day.