Public information check record

Form | HOS-FRM-011

Document type	Form
Title	Public information check record
Document ID	{{facility.code}}-HOS-FRM-011
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	System S1 (Hospital), criterion S1.19
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the check of the published name, address, phone, map and service list, against the registration documents.

1. How to complete

- Compare each detail with the registration documents.
- Check the map pin against the main entrance on the day.
- Check the service list against the services offered.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Name, address and phone match registration	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Map pin leads to the main entrance	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Every service offered is listed	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	No unlisted service is published	Yes	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.

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E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval