

ACEWM EDX Lab Accreditation Criteria

Facility/Laboratory Criteria

1. Laboratory is fully accessible and compliant with the American with Disabilities Act
2. Facility has adequate:
 - a. Examination rooms
 - b. Patient waiting room
 - c. Restrooms
3. Laboratory Policy and Procedure Manuals
 - a. Fire Safety and Evacuation Policy / Plan
 - i. Includes fire extinguisher maintenance plan
 - ii. Posted fire extinguisher location and evacuation routes
 - iii. Evidence of staff training in fire safety and evacuation
 - b. Power outage and Surge protection Policy / Plan
 - c. Medical Emergency Policy / Plan
 - d. Universal Precautions and Blood Borne Pathogens Policy / Plan

Appendices

1. Description of how laboratory (and satellites) are ADA compliant
2. Description of (or diagram) of laboratory facilities
3. Written Fire Safety and Evacuation policy/plan, reviewed/updated every 12 months
4. Written Power Outage and Surge Protection policy/plan, reviewed/updated every 12 months
5. Written Medical Emergency policy/plan, reviewed/updated every 12 months
6. Written Universal Precautions and Blood Borne Pathogen policy/plan, reviewed/updated every 12 months

Facility/Performance Criteria

1. An adequate number of studies per year are performed by each licensed professional provider
2. There is an adequate variety of patient conditions in population seen (entrapment, radiculopathy, plexopathy, polyneuropathy, myopathy, motor neuron disease, NMJ disorder)
3. All procedures performed by laboratory are consistent with the most current standard of care and published practice parameters

4. Laboratory (and all satellites) are capable of performing both nerve conduction studies and needle EMG during all patient visits at all locations
5. Percentage of patient studies that include both nerve conduction and needle EMG studies
6. If the laboratory utilizes technicians, percentage of technologist performed NCS studies interpreted by a board certified provider
7. Laboratory normal values
 - a. If using published normal values, provide a reference
 - b. If laboratory is using its own normal values, provide a narrative description of the process used to establish the normal values and provide a table of those normal values
8. Laboratory monitors patient and procedural outcomes

Appendices

1. Written breakdown of number of studies performed per year by each provider and percentage of patient conditions seen
2. Written EDX procedural handbook that describes in detail the procedures for performance of NCS and needle EMG studies and that procedures are performed to current standards of care
 - a. Sensory and motor NCS studies
 - b. F wave studies
 - c. H reflex studies
 - d. Mixed nerve studies
 - e. Blink reflex studies
 - f. Needle EMG studies
 - g. Other studies that are performed
3. Written documentation of percentage of studies performed that include both NCS and needle EMG
4. Written documentation of percentage of NCS studies performed by technicians including details of supervision and interpretation
5. Referenced normal values for all studies performed by laboratory
6. Description of outcome assessments utilized
 - a. Peer review/Quality improvement
 - b. Patient or referring provider satisfaction
 - c. Or similar tools

Facility/Equipment & Supplies Criteria

1. Provide a listing of all equipment used in EDX testing including:
 - a. Manufacturer, model and serial number
 - b. Date of manufacture and date acquired/placed into service
2. Equipment annual electrical and safety check certification and policy
 - c. Annual checks performed by a biomedical technician to evaluate the electrical safety of the device
 - d. Have written documentation of annual safety checks
3. Supplies
 - e. Describe types of electrodes and other supplies used in EDX testing
 - i. NCS recording electrodes, manufacturer and type
 - ii. Needle EMG electrodes, manufacturer and type
 - f. Establishment of a policy and process for ordering supplies

Appendices

1. Written listing of all equipment and supplies utilized for EDX testing
2. Written electrical safety policy, with evidence of annual electrical safety checks
3. Written supply ordering and management policy

Facility/Medical Records & Privacy Criteria

1. Describe the type of medical records storage system
 - a. Electronic or paper
 - b. Location
 - c. Accessibility
 - d. Compliance with state and federal guidelines
2. HIPAA compliance policy
 - a. Evidence of a formal policy
 - b. Establish an individual responsible for training
 - c. Evidence of staff training

Appendices

1. Written Medical Records Retention Policy, with description of medical records storage system, electronic or paper, location, detailed description on who has access to records and whether the policy is consistent with state and federal guidelines

2. Written HIPAA Compliance policy, with description of who is responsible for implementing and training staff in formal information privacy and security

Personnel Criteria

Each accredited laboratory must designate a provider with the title of Laboratory Director

Appendices

1. CV of lab director which includes continuing education
2. Copy of state licensure, board certification certificate
3. Copy of any diploma or completion certificate(s) of residency or other significant formal training (see definition of formal training in the glossary) experience in clinical electrophysiology (as appropriate for other professional providers other than the director).
4. Copies of basic provider level CPR (BCLS) training or ACLS training