AHS Bi-Annual ACATS Code Review and Revision   Draft Jan 27, 2018

Collection and amalgamation of zone code change requests

Sept 22

Provincial Lead/All ACATS Leads
Annual ACATS Code review kick-off meeting to review the goals, milestones and potential issues.

Oct 1

ACATS Leads
RURAL / URBAN SITES:
ACATS code feedback letter with instructions and target time guidelines distributed to each surgeon and site surgical chief.

ACATS Leads
Change requests submitted by surgeon via email, verbal or change form to Zone ACATS Leads.

ACATS Leads
If verbal request provided, ACATS Lead to complete change request on requesting surgeon's behalf.

ACATS Leads
All change requests received in the zone to be sent to a designated zone ACATS Code Review Lead to be logged with identifiers of what is requested for change, addition etc. And by which surgeon, site and lead.

Mar 31

Zone Lead
Submission to the Provincial Lead all requested ACATS Code changes in the zone.

Provincial Lead review and amalgamation of requests from all five zones

Apr 15

Provincial Lead
Amalgamate ACATS Code change requests for each of the 15 services.

Apr 15

Provincial Lead
4 hour meeting with all Zone Leads for first review of the code requests and discussion of next steps for the first review.

Apr 22

Zone Lead (Calgary/Edmonton)
Disseminate information with all ACATS Leads from Apr 15th meeting and prepare for ACATS first review.

ACATS Code first review
In the Zone

May 1

ACATS Leads
ACATS communication developed for all surgeons and office regarding 1st review of suggested changes and final round for additional changes.

Sept 30

ACATS Leads
Review with selected surgeons and site/zone surgical chiefs all the requested ACATS Code changes.

Oct 7

ACATS Leads
Submit all surgeon feedback to the Zone Lead.

Oct 31

Zone Lead
Amalgamate all feedback from the leads in the zone and submit to the Provincial Lead.

Provincial Lead second review
Amalgamation of requests

Nov 7

Provincial Lead
Amalgamate ACATS Code change requests for each of the 15 services from the first review.

Nov 10

Provincial Lead
4 hour meeting with all Zone Leads for first review of the code requests and discussion of next steps for the second review.

Nov 14

Zone Lead (Calgary/Edmonton)
Disseminate information with all ACATS Leads from Nov 10th meeting and prepare for ACATS second review.

ACATS Code second review
In the Zone – Zone Chief signoff

Nov 15

ACATS Leads
Book face-to-face meetings with zone service chiefs.
- Site ACATS Lead where zone chief resides is responsible for signoff from that service

Dec 8

ACATS Leads
Review with the surgical service chiefs and the site chiefs all the final ACATS Code changes.

Jan 5

Zone Lead
Submit final approvals to the Provincial Lead

Content Management Database Update and Release to OR Information Systems

Jan 8

Provincial Lead
Amalgamate ACATS Code change requests for each of the 15 services from the final review and sign off.

Jan 9

Provincial Lead/Technical Leads
Review timelines and steps for completing ORIS upgrade and testing. Meeting via Skype.

Jan 15

Provincial Lead
Enter tickets into ORIS systems for the upgrade work.

Jan 15

Provincial Lead
Enter all ACATS Code changes into Content Manager.

Feb 1

Provincial Lead
Extract sent to ORIS Technical Leads for upload for testing.

Feb 15

Provincial Lead/Five Zone Leads
System testing completed.

Feb 22

ACATS Leads
ACATS code release communication developed for all surgeons and office staff that code review is complete and important dates

Feb 22

Provincial Lead
ACATS Code book completed in pdf.

Mar 1

Provincial Lead
Printing of ACATS Code book completed.

Distribution of annual ACATS Code changes

Mar 1

Provincial Lead
Ensure pdf code book uploaded on to internal and external websites

Mar 1

ACATS Leads
Send out memo summarizing:
- Electronic delivery or hard copy of book
- New updated code lists. When new list will be activated and old no longer available
- Ensure all stakeholders know where to find new code lists on either internal or external websites

Mar 20

ACATS Leads
Code lists delivered prior to go live for office with cover instruction letter and updates with new and deprecated ACATS Codes.

Mar 20

Provincial Lead
Summary letters to be distributed to stakeholders about the changes made to the code set and its data integrity.

GO LIVE APRIL 1

Apr 1

ACATS Leads
Cooridinate deprecated changes to valid codes.

Apr 15

ACATS Leads / Zone Lead
Sign off from zones ACATS code release is complete – includes code changes and training.