

SUBMITTING DOCUMENTS TO THE RCDSO FACILITY INSPECTION PROGRAM

All documents must be:



PDF Format

Submit all documents as PDF files.



Clearly Labelled

File names must clearly identify what each document contains.

For patient records, label each file using the patient's initials and the provider's last name. Do not include the patient's full name in the file name.

Examples: AB_Smith_Record.pdf
Smith_ACLS.pdf
Defibrillator_MaintenanceReport.pdf



Clear and Legible

All information must be readable and of sufficient quality for review.



Unaltered

Documents must not be redacted, cropped, covered or otherwise altered.



Complete

Submit the complete document or record. Pages, sections or information required for review must not be omitted or cut off.

QUESTIONS?

Contact the RCDSO **Facility Inspection Program** using the contact information providing in your correspondence, sedation@rcdso.org or ctscanners@rcdso.org.

ORGANIZING YOUR SUBMISSION

If you are submitting documents for multiple providers, patients or pieces of equipment, organize and label the files so it is clear which documents belong together. Keep the file structure simple. Documents may be grouped by provider, patient, equipment item or document type, as applicable.

Submitting your documents securely. Documents containing confidential information must be submitted through an encrypted email from the RCDSO. Reply directly to the encrypted email and attach your documents.

Files too large to attach to one email? Contact the RCDSO Facility Inspection Program using the contact information provided in your correspondence to request a secure ShareFile upload link.

Have multiple files or a ZIP file with multiple layers of subfolders? Contact the RCDSO Facility Inspection Program using the contact information provided in your correspondence to request a secure ShareFile upload link.



Do not send your own file-sharing or drop-file links as sender-generated file-sharing links will not be accepted.

Before you send, confirm that:

- ☐ All documents are in PDF format.
- ☐ Every file is clearly labelled.
- ☐ Patient-record file names include the patient's initials and provider's last name.
- ☐ Documents are clear, legible, unaltered and complete.
- ☐ Documents for multiple providers, patients or equipment are clearly organized.
- ☐ The submission does not contain multiple layers of folders.
- ☐ Documents are being submitted securely through an RCDSO encrypted email or an RCDSO-provided ShareFile link.