

CENTER NAME
QUALITY IMPROVEMENT STUDY
Insert title of study here

Type of Study: Clinical Administrative Cost of Care

► Identify Process Improvement Opportunity

What is the purpose of the study? Describe the problem or concern. What processes are being looked at and **describe why the study is important to the organization?**

► Performance Measures/Goals and Objectives

Identify the key customers and suppliers and establish agreed-upon requirements. Where do we want to be? Describe and analyze the current process. Identify internal and external benchmarks.

► Description of Data

What data will be collected, how and by whom?

► Collect Data Related to Established Criteria

This is first round of data/baseline to show where we are compared to goal.

► Data Analysis

Describe findings about the frequency, severity and source(s) of the problem.

► Performance Comparison

Compare current performance against the previously identified performance goal. Determine the gaps between where we are and where we want to be. Attach flowcharts, graphs, etc.

► Develop and Execute Solutions

Describe the actions/interventions implemented to resolve the problem/concern(s) that have been identified. What are we doing to improve, i.e. process change, policy change, form change, in service, etc. Include action plan and time frame, and dates of implementation.

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► Re-Measure and Monitor

Re-evaluate to determine if actions have achieved and sustained improvements. This is second round of data collected the same way as baseline data.

► Develop and execute additional corrective actions if needed

This step is necessary only if desired results are not achieved. Continue to measure until problem is solved.

► REPORT TO PROPER PERSONNEL

Reported to:	Date:
Quality Improvement Committee	
Governing Body	
Staff In service Date(s)	

Date Project Started:	Date Project Closed:
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Staff Involved: (List staff involved in QI efforts)
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Citation of References: