



Quality Assurance Policy

Policy# 14-0709-2 Quality Assurance Policy Total pages= 2

Purpose: To have a policy that governs how our office assures we are meeting the required standards and have a quality improvement plan in place.

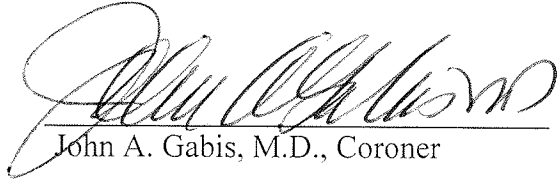
Justification: A policy is required with procedures governing how cases will be reviewed and how our office maintains adequate quality with a constant goal of improvement.

Policy:

1. All cases are subject to review both for proper investigation and documentation.
2. The coroner and chief investigator will meet weekly to review open and deferred cases.
3. The entire staff will meet on a monthly basis to discuss open and deferred cases. Time will be allotted for any needed procedural training and review and/or training on new/revised policies.
4. All open cases will be discussed and reviewed at each staff meeting, with critical review of the investigative report.
5. Autopsy reports are contracted but will be reviewed as to how findings correlate to investigative findings.
6. All deferred cases will be reviewed for proper accordance to policy. This review will be conducted by peer review with consulting of coroner when necessary.
7. All unidentified cases will remain open and active as per Positive ID Policy# 14-0627-3. These cases will be reviewed at each staff meeting or when necessary by new information becoming available.
8. All policies will be reviewed annually or sooner if mandated by state law or other need.
9. All staff have the responsibility to share plans/ideas on improving the performance of this office and or investigative procedures.
10. Performance of contracted forensic agencies will be continually evaluated to assure they are meeting the needs of our office.

11. The coroner, chief investigator and administrative assistant will meet as necessary to review current and future budget.
12. Quality assurance and improvement plans will be reported in the annual report.

This policy has been approved and is in effect until further notice:


John A. Gabis, M.D., Coroner


Date