

Independent Peer Review Patient Tracking Log

The following exercise was developed to help identify improvement opportunities in the areas of patient access and retention. At least 1 to 2 months [or 4 to 8 weeks] prior to the date of your scheduled Peer Review, please track and log the admission process for all individuals who contact your program requesting treatment services.

Please note the following salient points that are part of the Patient Tracking Log:

- The date of the patient's first treatment session is the SAME AS the date of the patient's admission.
- When filling out column 6 (i.e., number of days from 1st program contact to date of 1st treatment session), simply subtract the date from column 5 (1st treatment session) from the date in column 1 (1st program contact) to come up with the number of days that occurred between the date of first contact and the date of admission to the program.
- Please try to be as accurate as possible when recording the various dates.
- If you anticipate needing more space please make additional photocopies of the patient tracking chart.
- Data gathered from this exercise shall remain anonymous, confidential, and will be used only for informational purposes. The completed tracking log is to be given to your peer-reviewer for submission to OASAS with the completed IPR report.

IPR Patient Tracking Log

Month/Year _____

Date of 1 st Contact with Program	Date 1 st Visit Scheduled at Program	Date of 1 st Visit to Program (Individual attended scheduled activity)	Date Initial Interview Completed	Date of 1 st Treatment Session (Same as date of admission)	Number of Days From the Date of 1 st Patient Contact to the Date of the Patient's 1 st Treatment Session	Patient Disposition and/or Resolution (e.g., Individual was a no show, or there were unplanned changes)