

**Virtual Accreditation Site Survey Information**

The following information and pre-survey requirements will help to ensure an efficient and successful accreditation site survey.

* **ASHP prohibits the recording (audio or video) of any part of the site survey sessions.**
	+ Please ensure that all site survey participants are aware of this and do not select the “Record” or “Transcribe” function on the video or audio-conferencing software while participating in the survey.
* It is strongly preferred that all participants utilize the video-conferencing functionality
	+ Please plan for participants to join sessions from an area that is away from any patient care areas to protect against potential HIPAA violations
* Ensure that the video-conferencing software is installed and available to all participants in the survey
	+ A technology check may be scheduled prior to the survey date
	+ If using a phone for the audio (vs. computer microphone), ensure that the microphone on the computer is muted to avoid audio feedback issues
* Please have all pre-survey documents opened and minimized in individual windows – this will allow for quick screen sharing if the survey team has specific questions related to your submitted documents