



SAMPLE VALIDATION REVIEW INFORMATION AND AGENDA

ONSITE -OR- VIRTUAL (~6 Hours)

Please be advised this agenda is flexible and URAC reserves the right to request additional information, or interview additional parties during the onsite review.

Time Allotment	
15 minutes	Introductions Overview of the URAC Accreditation Process
15 minutes	General overview of the company by Applicant staff <ul style="list-style-type: none">▪ Presentation on Applicant's Utilization Management program▪ Cover program and organizational changes since application submission
30 minutes	Interview Senior Clinical Staff Person
30 minutes	Interview Supervisory Staff
30 minutes	Interview Compliance, Privacy and Security Officers
30 minutes	Interview IT Representative
15 minutes	Interview Marketing Staff
30 minutes	Interview with Program Staff (Clinical and Non-Clinical)
60 – 90 minutes	Review of randomly selected program specific case files
60 – 90 minutes	Review of randomly selected personnel files
15 minutes	Reviewer huddle prior to closing conference
15 minutes	Closing conference