**Self-Report an Adverse Change in Your**

**Licensure, Certification or Sanction and Disciplinary Action**

As a Reviewer for KFMC Health Improvement Partners (KFMC), you are required to report any adverse change in your licensure, certification, and sanction or disciplinary action. Sanction activity includes participation restriction that has been taken or is pending by any hospital, governmental agency or unit, or regulatory board that raises a substantial question as to the clinical peer reviewer’s physical, mental, professional competence, or moral character.

Within three (3) business days of a change in status, you must notify KFMC.

Notice of an adverse change can be provided by the Reviewer in any format: written, email, voice notification, fax etc.

Call in, phone notification: 1-800-432-0770 ext 366

Speak with or leave a message for the Independent Review Program Review Assistant.

Written notification may be provided on this form and sent through a postal service or by fax, if possible attach a copy of the notification you received.

 **Written notice:** KFMC

 800 SW Jackson Street, Suite 700

 Topeka Kansas, 66612

 Attention: IR Program, RA

**Fax**: 785-273-0237

This is a secure fax number. Your cover letter should identify the receiver as the KFMC IR Program, RA.

Remember: You should send notification to us within three business days of an adverse change in your status.

**I am self-reporting an adverse change in status.**

**⬜ License**

**⬜ Certification**

**⬜ Sanction or disciplinary action**

**If applicable – attach a copy of any document, you received informing you of the adverse change.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

Should you experience an adverse change in your licensure, certification or sanction and disciplinary action, please discontinue reviewing any cases in your possession.

Please call KFMC at: 785-271-4140 to arrange for return of case files.

If you are reviewing by E-copy, we will remove any case files from your assignment.