

Thank you for submitting your request to have an accreditation inspection of your office performed by the National Association of Medical Examiners (NAME). A NAME inspection is a peer review process performed by a certified inspector, sometimes accompanied by a ride-along inspector for training purposes, and overseen by the Standards, Inspection and Accreditation Committee.

The NAME accreditation standards are embodied in the Inspection and Accreditation Checklist, which is filled out and submitted by the office requesting inspection and reviewed by the inspector assigned to the office prior to the actual on-site visit. The standards emphasize policies and procedures and represent minimum standards for an adequate medicolegal death investigation system, rather than guidelines.

The inspection process has been greatly facilitated and streamlined by the electronic submission of the completed checklist, along with accompanying documentation. Such documentation can include written materials as well as photographs. In order for an on-site visit by the inspector to run smoothly and efficiently, it is important that the following steps be followed:

- All available documentation should be attached to specific checklist items when the checklist is submitted. If your office is uploading your policies and procedures as one document, please refer to the appropriate page numbers or section headings in the boxes provided for comments beneath each checklist item.
- Copies of physicians' licenses and certifications, laboratory accreditations (even if your office is using off-site laboratories), investigators' ABMDI certifications, consultants' credentials, etc, should also be uploaded. For larger offices, if it is too cumbersome to upload all such materials, please have them organized and readily available for the inspector to review on the day of the on-site visit.
- The uploading of photographs is very useful since it allows the inspector have a visual impression of relevant items or areas of the facility.
- There has been some confusion in the past pertaining to the submission of written and photographic documentation when other agencies/institutions are responsible for the materials or activities related to a checklist item. In such instances, it is not appropriate to answer the checklist item as "not applicable" (N/A) Two examples follow:
  - A medicolegal death investigation system that is housed in a hospital or medical center and therefore such things as personnel matters, facility maintenance, etc, fall under the institution's auspices. *\*\*It is still the office's responsibility to provide the relevant policies and/or documentation for the inspector's review.*

- If an office uses an outside service to transport bodies. *\*\*It is still the office's responsibility have a transport vehicle available for the inspector to observe, as well as to provide documentation of proper maintenance, such as a maintenance contract.*
- Please understand that your inspector will need time to review your office's materials prior to scheduling the date for the on-site visit. Keep in mind that uploading these materials allows the inspector to review them ahead of time, and may provide an opportunity to identify, communicate about and request additional materials to rectify issues prior to the on-site visit.

Please feel free to contact me if you have any questions. If your office needs to upload additional materials, the checklist can be reopened to allow you to do so.

Sincerely,

A handwritten signature in black ink that reads "Barbara C. Wolf, M.D." The signature is written in a cursive, slightly slanted style.

Barbara C. Wolf, M.D.  
Chair, Standards, Inspection and Accreditation Committee  
National Association of Medical Examiners