

If your case review is going to take place during an Open Meeting use this checklist.

This checklist is based on the *Idaho Open Meeting Law Manual*.

<http://www.ag.idaho.gov/publications/legalManuals/OpenMeeting.pdf>

Before beginning a quality improvement case review, the presiding officer must:

- State that an executive session for case review is authorized under the Idaho Open Meeting Law for the purpose of considering records that are exempt from disclosure as provided by law.
- Hold a vote to go into executive session. The vote must be at least 2/3 in favor of the executive session and the vote must be recorded in the minutes by individual vote (i.e. Susie Aorta voted aye, Fred Carotid voted no, Joe Brachial voted aye, etc.).
- Verify that each person participating in the review has signed the confidentiality agreement (see page XX).
- Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

After a quality improvement case review, the regional committee must:

- Send the final recommendation to the TSE program staff. Documents may be mailed or sent electronically.
- Regional committee officers must destroy all case review documents.

