Sample Site Visitor Agenda

During the visit, it will be necessary for the site visitor(s) to interview the Medical and Technical Director(s) of your facility. Please ensure that these individuals are available. In addition, it is important that testing is performed during the day so that the site visitor(s) can observe examination procedures.

Below is a schedule of what will take place during the day of the site visit (times and order may vary).

<table>
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<tr>
<th>Schedule:</th>
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<tbody>
<tr>
<td>9:00-9:15 a.m.       Introductory meeting</td>
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<td>9:15-10:00 a.m.      Interview with Medical Director</td>
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<td>10:00-10:45 a.m.     Interview with Technical Director</td>
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<td>10:45-12:00 p.m.     Review of records, patient charts and observe patient testing</td>
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<td>12:00-1:00 p.m.      Site Visitor Lunch</td>
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<tr>
<td>1:00-3:00 p.m.       Review of records, patient charts and patient testing</td>
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<tr>
<td>3:00 p.m.            Exit Summation with Technical and Medical Directors</td>
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Please ensure that the following documentation is available for the site visitor’s review:

- Administrative policies and procedures manuals (i.e., clinical procedure protocols, equipment quality control)
- Technical procedure manual
- Quality assurance policies and documentation
- Any other pertinent documents related to the operation of your facility

In addition, the site visit will include a review of a limited number of randomly selected examinations and final reports. Please have someone available that can assist the site visitor in obtaining these records. For the most part, the site visitor will independently review the facility’s policies, protocols and records.