

MySleepScoring™

**Volume 4 – Quality Assurance & Inter-Scorer
Reliability Manual**

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Quality Assurance Program

This section defines company requirements for quality assurance program.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

Findings from audits and peer reviews are documented, trended, and used to improve consistency and accuracy.

Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

Records generated under this program are retained according to company policy.

Inter-Scorer Reliability (ISR)

This section defines company requirements for inter-scorer reliability (ISR).

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

Findings from audits and peer reviews are documented, trended, and used to improve consistency and accuracy.

Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Competency Assessments

This section defines company requirements for competency assessments.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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Initial Scorer Orientation

This section defines company requirements for initial scorer orientation.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Continuing Education

This section defines company requirements for continuing education.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Peer Review Process

This section defines company requirements for peer review process.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Random Study Audits

This section defines company requirements for random study audits.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

Findings from audits and peer reviews are documented, trended, and used to improve consistency and accuracy.

Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Client-Specific Scoring Protocols

This section defines company requirements for client-specific scoring protocols.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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AASM Standards Compliance

This section defines company requirements for aasm standards compliance.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Discrepancy Resolution

This section defines company requirements for discrepancy resolution.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Corrective & Preventive Action (CAPA)

This section defines company requirements for corrective & preventive action (capa).

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

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Performance Metrics

This section defines company requirements for performance metrics.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Turnaround Time Monitoring

This section defines company requirements for turnaround time monitoring.

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Documentation Standards

This section defines company requirements for documentation standards.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Quality Meetings

This section defines company requirements for quality meetings.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Annual Competency Review

This section defines company requirements for annual competency review.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

Scorers are expected to follow client-specific protocols and current AASM scoring requirements applicable to each engagement.

Findings from audits and peer reviews are documented, trended, and used to improve consistency and accuracy.

Corrective actions are assigned when needed, monitored to completion, and verified for effectiveness.

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Client Feedback Program

This section defines company requirements for client feedback program.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Continuous Improvement

This section defines company requirements for continuous improvement.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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Quality Records Retention

This section defines company requirements for quality records retention.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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QA Annual Checklist

This section defines company requirements for qa annual checklist.

Quality activities are documented and reviewed by the Quality Assurance Coordinator.

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