

Great Achievements Come One Step at a Time

**A Snapshot of the Process
to Achieve Behavioral Health
Care Accreditation**



1 Learn more about working with us

To get started, visit www.jointcommission.org/BHCS. Download and review the helpful information in the blue boxes. You can also:

- Register for a free informational webinar or listen to a previous one
- View our schedule to attend a workshop in your area
- Sign up for our newsletter or web page alerts

2 Review the requirements

Access a free 90-day trial of our online accreditation manual at www.jointcommission.org/BHCS in the blue “Requirements” box. This manual contains the requirements that your organization will need to meet for accreditation. We’re happy to provide an orientation.

3 Assess your readiness

Once you know which requirements will apply to you, you’ll need to determine where you are already meeting the requirements, and where policies or procedures will need changes. Make a list and determine what is needed. If you need any help interpreting the standards or what to do to meet them, call our standards help desk at (630) 792-5900.

**For more information
on Joint Commission
Behavioral Health Care
Accreditation, please call
(630) 792-5771 or visit us at
jointcommission.org/BHCS.**



4 Apply for accreditation

To apply, contact us at our email BHC@jointcommission.org or call (630) 792-5771. We will then set up your extranet site – a private and secure page for your organization on The Joint Commission’s web site. This is where you’ll find your application and other important communications. Once you receive your login name and password, visit this site and complete your application – we’re happy to help. Indicate your preferred survey month, which can be up to 12 months from the time you apply. Submit your application when complete and pay the \$1,700 accreditation fee deposit.

5 Address any identified gap areas

Establish a timeline to implement any needed changes so that you are in compliance with all the standards by the time of your on-site accreditation survey. You’ll need to have fulfilled your state’s license requirements and have provided care to at least 3 individuals, and have 2 active at the time of your survey.

6 Prepare for your on-site survey

On your organization’s extranet site is a Survey Activity Guide so you’ll know what the surveyor(s) will be doing minute by minute when they arrive. Also helpful are two short Behavioral Health Care “mock survey” videos that show the types of questions that will be asked, located at www.jointcommission.org/BHCS under “video gallery.” And don’t forget to make use of your Joint Commission Account Executive who can help you through this process.

7 Participate in your first Joint Commission survey

On the day of your survey, you’ll meet your Joint Commission Surveyor(s) and undergo the comprehensive on-site review. A preliminary accreditation report will be made available to you at the end of the survey so you’ll know where you stand.

8 Complete and post survey follow-up

If there are any items where further changes are requested, resolve the issues and report back to your Account Representative within the requested time period, usually about 60 days.

9 Celebrate/publicize your accomplishment

When you’ve achieved “The Gold Seal of Approval®” – let the world know! Visit www.jointcommission.org/publicity_kit for Gold Seal artwork to use and tips on promoting your new status. Your organization will now be listed at www.qualitycheck.org as a Joint Commission-accredited behavioral health organization. Don’t forget to report your new status to your liability insurer to see if you qualify for reduced rates. A list of insurers who recognize Joint Commission accreditation is available at www.jointcommission.org/BHCIns.

10 Maintain your survey readiness

Maintain your compliance with Joint Commission requirements to make your next survey go even smoother. Use the Focused Standards Assessment process to continuously improve your organization’s performance in the years between surveys. It includes a free confidential advice. Keep us up-to-date on any major changes in your organization on your extranet site. Check the extranet site periodically for billing or new information.