



# Review Preparation Instructions

CIMRO accepts records on paper, via our HIPAA-compliant ShareFile portal (please contact [peerreview@cimro.com](mailto:peerreview@cimro.com) for a link), or via **password protected** CDs (please send the password to [peerreview@cimro.com](mailto:peerreview@cimro.com) and do not put the password on the CD or include it with the package).  
**PLEASE DO NOT SEND PHI ON A FLASH DRIVE.**

## General Instructions

- ✓ Neatly labeled, organized and bookmarked records help ensure an efficient and superior review. Please refer to the checklist (page two of the Request for Review) for guidance about record contents.
- ✓ A Request for Review form should accompany each episode of care unless the same questions apply to all episodes of care.
  - If you would like your case to be reviewed by more than one specialist, please provide additional records for each specialist.
  - By virtue of our Business Associate Agreement, there is no need to redact records.
  - Records sent for reference may be assessed a review fee in accordance with our contract.
- ✓ CIMRO is restricted from removal of any submitted documentation. All documents submitted to CIMRO are forwarded to our reviewer.
- ✓ Large records may affect pricing; therefore, we recommend removal of non-applicable documentation prior to submission of records.

## Electronic Records

- ✓ Saving: Save files in PDF format. When possible, save each episode of care in one single PDF.
- ✓ Naming: The title of each PDF file should include the patient's initials and the date(s) of service, e.g. DJ\_\_031214-031314.
- ✓ If saving on password protected CD: Each CD must display the full facility name and number of patients on the CD. Please do not send more than 10 patients on one CD. When saving and sending radiology images, please verify they are in the correct sequence.

## Sending the Record:

- ✓ Request a secure link or notify us of records coming by contacting [PeerReview@cimro.com](mailto:PeerReview@cimro.com). This email account is for **non-confidential** review-related requests. Do not send PHI to the [peerreview@cimro.com](mailto:peerreview@cimro.com) account.
- ✓ When notifying CIMRO of records coming, please include the number of records you are sending and any passwords for CDs.

## Please Remember:

- ✓ Password protect CDs (send password to [peerreview@cimro.com](mailto:peerreview@cimro.com) and do not put the password on the CD or include it with the package).
- ✓ Do not send PHI on "thumb" or "flash" drives.

## If shipping paper records:

- ✓ Ship in a tightly secured and durable box or via a tear-resistant envelope (e.g., Tyvek).

## If shipping pathology slides:

- ✓ Secure in appropriate, biohazard-protected covers that protect from breakage during shipping.
- ✓ Clearly match slides to corresponding pathology reports.

## When records arrive to CIMRO:

- ✓ We will notify you of receipt and let you know the expected due date of the final report.
- ✓ We will perform a cursory record review to ensure all necessary information is present.
- ✓ We will contact you if we have any questions.

*Thank you for allowing CIMRO to assist you with your peer review needs.  
We look forward to working with you!*