

Case Review Staffing Tool

Population Size	Sample Size ¹ (Cases)	Review Time ² (Hrs)	FTEs Required ³
Less Than 30	100% of Cases	0.25 to 7.25	.0001 to .0035
30 – 100	30	7.5	.0036
101 - 500	50	12.5	.0060
Over 500	70	17.5	.0084

1. From: Instructions for Submission of Evidence of Standards Compliance to The Joint Commission.

2. Used a general abstracting average of 15 minutes per chart in this table (Case Mix Index: 1.3-1.4). Note: Varies greatly depending on a patient's length of stay and treatment course.

3. Per sample Full Time Equivalents required (1 FTE = 2,080 hours per year) is noted for a 15 min per chart review time. **FTE Calculation:** Multiply your per-case review time (in hours) by the Sample Size required for the number of practitioners for whom cases are being reviewed and divide by 2,080 to obtain number of FTEs required per sample. Multiply FTEs required per sample by the number of samples expected to review per year to obtain total number of FTEs required per year. **Time Calculation:** Multiple the number of reviews planned per year by the required review time to get # hours of review per year.