First 48 hours after a CMS-2567 arrives

A general working checklist for healthcare facility teams. Your notice letter and the instructions from your state survey agency or CMS control. Confirm every date against the letter, not this page.

First hour

[ ] Record the date and time the CMS-2567 was received and who sent it.

[ ] Save the full statement of deficiencies and the cover or notice letter together. Do not edit the originals.

[ ] Read the notice letter for response dates and any enforcement remedies. Write every date in one shared place.

[ ] Tell the administrator, Director of Nursing, medical director and your ownership or corporate contact.

Same day

[ ] List every F-tag with its scope and severity letter. Mark any J, K or L (immediate jeopardy).

[ ] For any immediate jeopardy citation, check what the notice says about removal and next steps, and escalate to leadership and counsel.

[ ] Name one accountable owner for each F-tag.

[ ] Confirm that safety measures are in place now for any resident named in a citation.

[ ] Preserve evidence as it stands: logs, schedules, policies, training records and audit tools.

Within 48 hours

[ ] Draft the four fields for each F-tag: corrective action, systemic fix, monitoring plan and completion date.

[ ] Schedule a clinical review of each draft with the DON, medical director and QAPI lead.

[ ] If your notice offers informal dispute resolution, note its deadline from the letter and decide who will decide.

[ ] Ask counsel or your advisers about any enforcement remedy named in the letter.

[ ] Turn each corrective action into a task with an owner and a due date.

[ ] Plan the QAPI committee review of the plan and of monitoring results.

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