

.03 AHCCCS PDQC Unit Responsibilities

The AHCCCS PDQC unit responsibilities upon receipt of the FAA-1181A include the following:

- Attempting to complete the investigation within two days.
The turn-around is dependent upon the number of cases pending investigation that day. Three days may be required for weekend and holiday referrals (PDQC operates five days per week, Monday through Friday).
- Prioritizing investigations in accordance with the seven day expedited time frame, as well as the planned discharge date indicated on the FAA-1181A.
- Contacting the person indicated as the FAA contact person by telephone immediately after the investigation has been completed.

NOTE PDQC contacts the district contact person when the FAA contact person is not available.

- Sending a written report confirming the verbal findings to the FAA contact person and a copy of the report to the [FAA Internal Operations Unit](#).

When FAA receives the verbal report from AHCCCS PDQC, the FAA contact person completes the following:

- The Phone Report of Findings (FAA-1224A) form.
- Forwards the FAA-1224A to the FAA EI.