



CANDIDATE HANDBOOK

Board of Ambulatory Surgery Certification



PREFACE:

The Board of Ambulatory Surgery Certification is pleased to present this Certified Administrator Surgery Center (CASC) Candidate Handbook to potential candidates seeking information about the CASC certification process. Any questions regarding this Handbook, the CASC Credential or the Exam should be directed to:

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ABOUT CASC

CASC is the first certification credential designed specifically for the ASC industry. The credential is administered by the Board of Ambulatory Surgery Certification (BASC), a non-profit organization. In order to obtain the credential, an individual must meet certain eligibility requirements and achieve a passing score on an examination designed specifically to test the knowledge considered relevant to be an ambulatory surgery center (ASC) Administrator. The credential is available to those without experience as an ASC administrator, if such individuals can document other relevant experience or education to prepare them for this undertaking.

The CASC Certification is valid for three years, so long as the Candidate pays the required annual certification fee and submits the appropriate continuing education. Once a Candidate has passed the CASC examination and been awarded the three year credential, the Certificant must stay current with industry developments. This can be obtained by attending approved educational programs to obtain Administrator Education Units (AEU) on an ongoing basis. Administrator Education Units must be in each of the five content areas covered in the CASC Exam; Delivery of Patient Care, Quality Management, Human Resources, Financial, and Regulatory and Legal Issues.

ABOUT THIS CANDIDATE HANDBOOK

The Candidate Handbook provides information to apply for the CASC Examination, including eligibility requirements, examination policies, the CASC Examination Content Outline, requirements to maintain the Credential, and the examination application form. This handbook should be kept for ongoing reference. Additional copies of this handbook may be obtained from www.aboutcasc.org.

STATEMENT OF NONDISCRIMINATION

BASC does not discriminate against any individual or candidate with respect to age, sexual preference, color, religion, creed, marital status, national origin, race, language, medical conditions or disability. All candidates are considered solely on the basis of their independent ability to meet the eligibility and certification criteria established by the BASC Board and published in the candidate materials. BASC will comply with all applicable federal and state laws with respect to certification. BASC states that all vendors and contractors of BASC will abide by the BASC nondiscrimination policy.

TESTING AGENCY

Applied Measurement Professionals, Inc. (AMP) is the professional testing agency contracted by BASC to assist in the development, administration, scoring, score reporting and analysis of the CASC Examination. AMP is a research and development firm that conducts professional competency assessment research and provides examination services for a number of credentialing programs.



EXAMINATION POLICY AND PROCEDURES

ABOUT THE CASC EXAMINATION

The CASC Examination consists of 200 multiple-choice questions. The examination presents each question with four response alternatives (A, B, C, or D). One of the four answers represents the **best** response for the question. The examination was developed through a combined effort of qualified subject-matter experts and testing professionals, who constructed the examination in accordance with the CASC Examination Content Outline.

You will be permitted four hours to complete this examination. Additional time will not be allowed. There are no scheduled breaks, and you must have permission from a proctor to leave the testing location.

The CASC Examination is designed to test the knowledge of professionals working in the field of ASC management. The CASC Examination Content Outline was defined by a national role delineation and job analysis study (see Appendix A).

The job analysis study involved surveying ASC professionals to identify tasks that are performed routinely and considered important to knowledgeable ASC management.

EXAMINATION DATES AND APPLICATION DEADLINES

The CASC Examination is administered in a computer-based format at a testing location. The CASC Examination is not given via pencil/paper. The CASC Examination dates and application deadlines are located on the CASC website at www.aboutcasc.org.

To apply for the CASC Examination, the application, Appendix B, with the appropriate fee, must be submitted by the application deadline to BASC. Applications received or postmarked after the deadline, or those that are incomplete at the original deadline, will not be eligible to take the exam. The Candidate can transfer the late application to the next administration of the exam or withdraw the application at the applicant's written request. Applicants who fail to complete their application within one year will be deemed to have withdrawn the application. Applications without the proper fee will be returned to the applicant unprocessed.

APPLICATION PROCEDURES

An application to take the CASC Examination must be submitted to BASC in accordance with the application procedures. An applicant must submit: (1) CASC Examination Application Form, (2) calculation of eligibility requirements, (3) two letters of reference, (4) a legible photocopy of your government-issued photo identification and (5) the application fee. BASC may deny any

application for failure to meet the eligibility requirements. Such denials may be appealed in accordance with the appeal procedures discussed in this handbook.

ELIGIBILITY REQUIREMENTS

To be eligible to take the CASC Examination, applicants must submit an application demonstrating they have accumulated 100 eligible points based on experience, education, and/or other activities. The following sections describe how eligibility points can be accumulated.

EDUCATION

The chart below shows the number of eligibility points an applicant can obtain for each degree that has been awarded. For example, an applicant who has a Bachelor’s Degree in nursing (25 points) and an MBA (15 points) will receive a total of 40 points. Each degree must be listed separately on the application.

| | |
|--|----|
| ASSOCIATE’S DEGREE (OTHER THAN NURSING) | 5 |
| ASSOCIATE’S DEGREE IN NURSING | 15 |
| BACHELOR’S DEGREE (OTHER THAN NURSING) | 20 |
| BACHELOR’S DEGREE IN NURSING | 25 |
| JURIS DOCTOR | 25 |
| NURSING DIPLOMA | 20 |
| MASTER’S DEGREE (OTHER THAN THOSE SHOWN BELOW) | 10 |
| MASTER’S IN BUSINESS ADMINISTRATION (MBA) | 15 |
| MASTER’S IN HEALTH CARE ADMINISTRATION (MHCA) | 15 |
| MASTER’S IN HOSPITAL ADMINISTRATION (MHA) | 15 |
| MASTER’S DEGREE IN NURSING (MSN) | 15 |
| MASTER’S OF PUBLIC HEALTH (MPH) | 15 |
| DOCTOR OF PODIATRIC MEDICINE (DPM) | 25 |
| DOCTOR OF OPTOMETRY (OD) | 25 |
| DOCTOR OF PHILOSOPHY (PHD) | 25 |
| MEDICAL DEGREE | 30 |
| OTHER MEDICAL CERTIFICATIONS (CST, CBSPD) | 10 |

EXPERIENCE

Applicants receive the number of eligibility points shown for each completed year of paid employment in that particular position.

| | | |
|--|---|----|
| ASC ADMINISTRATOR | Applicable to positions responsible for the overall management of the ASC regardless of the actual title. For example, some administrators may be called executive director or chief operating officer. | 50 |
| ASC MANAGER (OTHER THAN ADMINISTRATOR) | This category is appropriate for any ASC position involving management, except for the administrator or overall manager of the ASC. Examples include director of nursing and business office manager. | 30 |



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| | | |
|------------------------------|--|----|
| OTHER ASC EXPERIENCE | These points are applicable to any non-managerial position in an ASC, clinical or non-clinical. | 20 |
| OTHER HEALTH CARE EXPERIENCE | Any type of experience in the health care field that is not in an ASC fits in this category, such as a nurse in a physician's office or a hospital lawyer. | 15 |

In determining experience eligibility points, please note:

- Points can be accumulated at different entities. An individual serving a portion of the year as an ASC administrator at one ASC and the remainder of the year at another is entitled to the 50 points for serving one year as an ASC administrator.
- For years in which an applicant held two positions worth different numbers of points, the lowest number of points is accumulated. An individual who serves a portion of the year as an ASC administrator and a portion of the year as director of nursing only receives the points for the director of nursing.
- Eligibility points are only earned for a complete 12 months of service. Partial years do not count toward points. For example, an individual who graduates from a master's in nursing program in May and who has worked six months in an ASC before applying for the examination would not receive any experience points.

OTHER

Applicants receive eligibility points for each credential or license listed below. To receive points for these items, the license or credential must be valid at the time of application.

| | |
|---|----|
| BAR ADMISSION | 10 |
| CNOR | 10 |
| CNORFA | 10 |
| CPA | 10 |
| CPAN/CAPA | 10 |
| CRNA | 10 |
| LPN/LVN | 10 |
| RN | 10 |
| COMPLETED 4 TOTAL ACCREDITATION SURVEYS (E.G. AAAHC, TJC, OR AAAASF) OF YOUR ASC AS A MEMBER OF THE MANAGEMENT TEAM | 10 |

REFERENCES

Two letters of reference must be submitted with the application. They must be signed, dated and on the signor's letterhead. At least one must be from a physician who has worked with the individual in a health care setting. The other can be from any individual described below.



- An individual who is serving or has served as an ASC administrator.
- A physician who has worked with the individual in an ambulatory surgical setting.
- An individual who has known the applicant for at least three years in a work capacity.

EXAMINATION FEES

The fee for the examination is \$750. Application fees may be paid by credit card (Visa, MasterCard or American Express) or check made payable to BASC in U.S. dollars. **DO NOT SUBMIT CASH.** All fees must be submitted with the application to BASC by the application postmark deadline. Applicants submitting checks that are not honored by the financial institution will not be allowed to take the examination unless the examination fee and any fees that BASC assesses for checks not honored by the bank are paid prior to the deadline for that examination date.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment

AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at 888-519-9901 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to your desired examination date by completing the *Request for Special Examination Accommodations* form. AMP will review the submitted forms and will contact you regarding the decision for accommodations.

VERIFYING RECEIPT OF YOUR APPLICATION

BASC will email you an acknowledgment of receipt of application. Please wait at least two weeks following the application deadline before calling BASC about your application.



REFUNDS

Application fees are nonrefundable, except for individuals deemed ineligible to sit for the examination (minus a forty dollar (\$40.00) processing fee). A request for a refund for any other reason must be made in writing to BASC within 30 days after the examination date, setting forth the reasons for the request. Determinations will be made in BASC's sole discretion.

EXAMINATION PROCEDURES

EXAMINATION ADMINISTRATION

Examinations are delivered by computer at more than 190 AMP Assessment Centers located throughout the United States. Computer examinations are administered by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. Saturday appointments may be scheduled based on availability. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

ASSESSMENT CENTER LOCATIONS

AMP Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. Specific address information will be provided when you schedule an examination appointment.

SCHEDULING AN EXAMINATION

The CASC exam is offered at AMP Assessment Centers throughout the United States. Once you have submitted an application and have been approved for the examination by BASC, AMP will communicate with you information regarding scheduling your exam. There are two ways to schedule your examination:

1. Online Scheduling: Go to www.goAMP.com at any time and select "Schedule/Apply for an Exam." Follow the simple, step by step instructions to register for the examination; or
2. Telephone Scheduling: Call AMP at 888-519-9901 to schedule an examination appointment.

| If you contact AMP by 3:00 p.m. Central Time on... | Depending on availability, your examination may be scheduled as early as... |
|--|---|
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday/Saturday |



| | |
|----------|---------|
| Thursday | Monday |
| Friday | Tuesday |

- When you schedule your examination appointment, be prepared to confirm a location and a preferred date and time for testing. You will be asked to provide your unique identification number that will be provided to you by AMP. You will be notified of the time to report to the Assessment Center and if an e-mail address is provided you will be sent an e-mail confirmation notice.

RESCHEDULING AN EXAMINATION

You may reschedule your appointment ONCE at no charge by calling AMP at 888-519-9901 at least two business days prior to your scheduled appointment. The following schedule applies.

| If the Examination is scheduled on . . . | AMP must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous . . . |
|---|--|
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday |
| Thursday | Monday |
| Friday | Tuesday |

MISSED APPOINTMENT AND CANCELLATIONS

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances. A new, complete application and examination fee will be required to reapply for the examination.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.



INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancelation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

TAKING THE EXAMINATION

Your examination will be given via computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take the computer examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

IDENTIFICATION

To gain admission to the assessment center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order)



Candidates must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

SECURITY

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

PERSONAL BELONGINGS

No personal items, valuables or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- Watches
- Hats
- Wallets
- Keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.



If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration of the examination will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking is not permitted in the Assessment Center.
- You may take a break whenever you desire, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive or otherwise uncooperative;
- display and/or use electronic communication devices such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration of the examination;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or

- are observed with unauthorized notes, books or other aids not listed on the roster.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are copyrighted. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

COMPUTER LOGIN

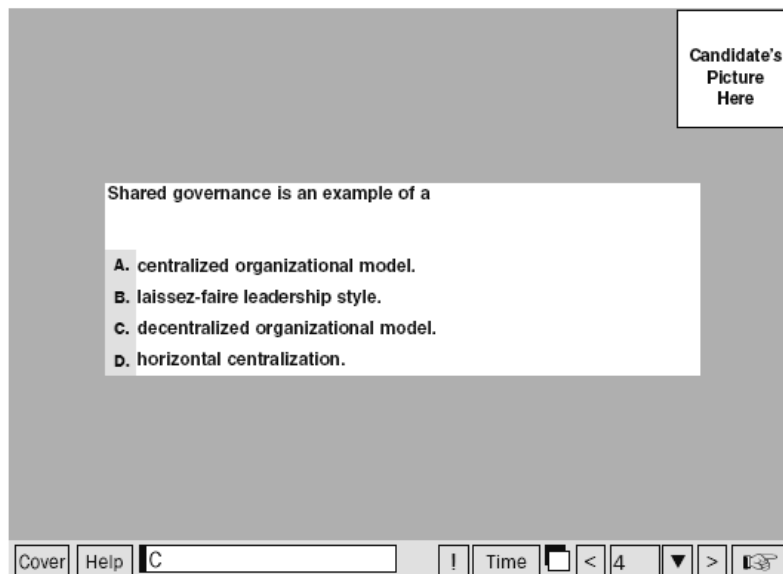
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. You will take your photograph which will remain on screen throughout your examination session.

EXAMINATION PRACTICE SESSION

Prior to beginning the examination, you will be given the opportunity to practice taking an examination on the computer. This examination practice session consists of five questions not related to the test that will familiarize the candidate with the computer software. The time you use for this examination practice session is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the examination practice session and begin the timed examination.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. There are 200 multiple choice questions on the examination. You will have four hours to complete the examination. Before beginning, instructions for taking the examination are provided on-screen.





The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The “Time” feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right of the screen. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question(s), click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the “Time” button.

To identify all unanswered and/or bookmarked questions, click on the hand icon. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, you may return to the examination and answer those questions. Be sure to provide an answer for each examination question before exiting the examination. There is no penalty for guessing.

CANDIDATE COMMENTS

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the “Time” button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

POST EXAMINATION SURVEY

Candidates will also have an opportunity to complete a post-examination survey regarding their testing experience.

EXAMINATION PREPARATION

CASC EXAMINATION CONTENT

The CASC Detailed Content Outline (Appendix A) describes the topics covered on the examination and thus can give you specific study direction. The content of the examination is directly linked to a job analysis that identifies the activities performed by ASC administrators. Each item on the examination is linked to the CASC Detailed Content Outline and is also categorized according to the level of complexity or the cognitive level that a candidate would likely use to respond, as follows:

- **Recall:** The ability to recall or recognize specific information is required.
- **Application:** The ability to comprehend, relate or apply knowledge to new or changing situations is required.
- **Analysis:** The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution is required.

The examination is composed of 200 multiple-choice test items. A candidate is allowed four hours to complete the examination. The examination is based on five major content areas:

1. Delivery of Patient Care
2. Quality Management
3. Human Resources
4. Financial, and
5. Regulatory and Legal Issues

Each content area is described by the list of tasks that follows the content heading in the CASC Detailed Content Outline (see Appendix A). In addition, the number of examination questions devoted to each major and minor content area is indicated.

REPORTING OF RESULTS

You will be notified in writing within approximately six-eight weeks whether you have passed or failed the examination. No results will be provided by telephone, facsimile or electronic mail.

CONFIDENTIALITY

Individual examination scores are released in writing ONLY to the individual candidate. Results will not be given over the telephone, by facsimile or electronic mail. Questions concerning examination results should be referred to BASC in writing. All information related to the examination, including application material and examination scores is confidential and will not be released unless permitted by the candidate or required by law.



APPEALS PROCESS

BASC provides the appeal mechanism for challenging denial of admission to the examination, denial of eligibility, denial of certification or recertification, or imposition of sanctions. It is the responsibility of the individual, to initiate the appeal process by written request, indicating the circumstance for the appeal, to BASC within 30 days.

REQUESTS FOR HAND SCORING

Candidates who do not pass the examination may request a manual verification of the computer scoring. Candidates may contact AMP Candidate Support Center at 1-800-345-6559 for information on requesting a hand score. Requests for hand scoring must be submitted to AMP with a \$25 hand scoring fee within 90 days following the examination in question.

RE-EXAMINATION OPPORTUNITIES

Candidates who do not pass the CASC Examination will be permitted to retake the examination one time within the next two testing periods. The fee for retaking the examination within the next two testing periods is \$375.00. Candidates that fail the second examination (retest) will be required to wait one year before being eligible to take the CASC Examination again. The full test fee rate of \$750.00 will apply to take the third and subsequent examinations.

PRACTICE EXAMINATION

An online CASC Practice Examination is available. BASC created this 80 question Practice Examination using approximately 40 questions from previous versions of the CASC Examination that have been retired. The remaining 40 questions were written specifically for the Practice Examination. The Practice Examination covers questions in each of the five major content areas. The online Practice Examination can be purchased for \$250 at www.aboutcasc.org.

In order to obtain access to the Practice Examination, candidates must download an application located at www.aboutcasc.org and submit the completed application with payment to BASC. If paying by credit card, you can submit to BASC via fax at 703.549.0976 or via email to casc@aboutcasc.org. If paying with a check, make payable to 'BASC' and mail to 1012 Cameron Street, Alexandria, VA 22314. The information provided on the application must be complete, current, and accurate. If questions are left unanswered your application will not be processed. You must read and sign the Disclosure Statement at the end of the application.

Once your application and payment have been accepted and processed, you will receive an email from AMP with details on how to access the CASC Practice Examination. The candidate will have 45 days to access and complete the Practice Examination on line. While the Practice Examination is active, candidates may change their answers as often as they choose, however once the Practice Examination is submitted, answers cannot be changed. Upon completion of the Practice Examination, candidates will only be provided with statistics indicating the number of correct answers in each of the five content areas. Any questions regarding this Practice Examination should be directed to BASC at 703.836.4871 or by email at www.aboutcasc.org.

RECERTIFICATION PROCEDURES

All Certificants are required to obtain at least nine Administrator Education Units (AEUs) in each of the five major content areas for a total of 45 AEUs in a three year recertification cycle. Even though the certificant is only required to electronically submit AEUs once, it is recommended the certificant attempt to obtain and submit 15 AEUs per year.

Certificants may electronically submit their AEUs at any time during the three year recertification cycle; however it is recommended that this be done no less frequently than annually to minimize the chances of not meeting the three year requirements. The certificant must pay the annual fee of \$150 during the renewal period of October 1st - December 31st each year. If the certificant does not pay the annual fee during October 1st- December 31st, they will be assessed a \$75 late penalty with the annual fee. If the certificant does not pay the annual fee plus the late penalty by Feb 28th of the following year, their certification will be revoked.

For certificants who are reaching the end of their three year cycle on December 31st of a specific year, submission of the 45 AEUs, and the payment of the \$150 annual fee, must be entered into the online recertification system by December 31st of that year. Beginning January 1st of the following year, the certificant will be assessed a \$75 late penalty with the annual fee. If the certificant does not submit the 45 AEUs and the annual fee with the late penalty by February 28th of the following year, their certification will be revoked.

RECOGNITION OF CERTIFICATION

Candidates achieving a passing score on the CASC examination will be awarded the CASC credential, including the right to use the designation "CASC" following their name. Specific procedures regarding use of the CASC designation will be provided to successful candidates.

REVOCAION OF CERTIFICATION

Recipients of the CASC Certification may have their certification suspended or revoked for any of the following reasons:

1. An individual falsified or misrepresented information or included misleading information in the CASC Examination Application or submittal of Administrator Education Units (AEUs) documentation.
2. Action has been taken against the individual to revoke, suspend or take other disciplinary action in connection with a current license by a state board or agency.
3. An individual has surrendered his or her license while under investigation by a state board or agency or other entity engaged in the administration of law.
4. An individual has been placed on probation by a state board or agency.



5. An individual has breached the confidentiality agreement signed at the time the CASC Examination was taken.
6. An individual has failed to pay all outstanding debts to BASC including annual recertification fee, after notice and opportunity to pay such fees has been provided.
7. An individual has been excluded from Medicare / Medicaid or other public programs for fraud and/or abuse.
8. An individual has been convicted of or pled guilty or nolo contendere (no contest) to violation of other laws reflecting on ASC administration.

Candidates will be provided notice of the pending suspension or revocation and the due process in accordance with BASC policies and procedures before certification is suspended or revoked.

UNAPPROVED CONTINUING EDUCATION HOURS

Credit for courses which have not been pre-approved by the Board of Ambulatory Surgery Certification (BASC) may be submitted for approval. The certificant will need to provide certain information relating to the course to BASC via the online recertification system as listed below.

- Educational Program: The certificant must provide a certificate of completion for the conference. If none was granted, the certificant may provide a copy of the program agenda or schedule identifying the dates, times and title of each session. The certificant must initial the sessions attended. One 60 minute session = One AEU.
- The following educational activities **will not be approved for AEU credit**.
 - College/University Course Work
 - Published Articles or Books
 - Oral Presentation
 - Recorded ASCA annual meetings and webinars where continuing education is not offered.

RETIRED CERTIFICANTS

Retired Certificants desiring to keep their CASC credentials will be required to complete the required continuing education hours per BASC policy as outlined in this Candidate Handbook and pay the annual fee of \$70.



APPENDIX A

BOARD OF AMBULATORY SURGERY CERTIFICATION CERTIFIED ADMINISTRATOR SURGERY CENTER (CASC)

DETAILED CONTENT OUTLINE

I. DELIVERY OF PATIENT CARE

(42 ITEMS)

- A. Ensure Communication with Patients Regarding:
 - 1. Patient rights and responsibilities, including but not limited to
 - Grievances
 - informed consent
 - advanced directives
 - living wills
 - 2. Pain management process
 - 3. Medical diagnosis, treatment and follow-up care
- B. Ensure Maintenance and Security of Medical Records (e.g., HIPAA, data security, legibility, completeness)
- C. Establish and Monitor an Ongoing Infection Control Program Based on CMS Requirements
- D. Analyze Impact of Staffing Patterns on ASC Operations
- E. Understand Medical Terminology
- F. Comply with Ethical Standards

II. QUALITY MANAGEMENT

(40 ITEMS)

- A. Risk Management and Safety
 - 1. Implement corporate compliance program
 - 2. Oversee compliance audits
 - 3. Assess impact of technology on operations
 - 4. Maintain insurance coverage
 - 5. Respond to variances/sentinel events/incident reporting system
 - 6. Monitor physical environment
 - a. maintain building and medical equipment
 - b. comply with life safety code (e.g., NFPA codes, AIA guidelines)
 - c. comply with medical waste contracts, rules, and regulations
 - d. comply with local, state, and federal safety laws (e.g., OSHA)
 - e. conduct emergency drills
 - 7. Develop a disaster preparedness plan
- B. Quality Assessment and Performance Improvement Programs
 - 1. Oversee outcomes monitoring
 - 2. Oversee benchmarking (e.g., ASCA's Outcomes Monitoring Project)
 - 3. Assess satisfaction of physicians and patients
 - 4. Oversee medical record reviews
 - 5. Maintain a continuous quality improvement program
 - 6. Implement ongoing quality improvement studies
 - 7. Oversee peer review program



**BOARD OF AMBULATORY SURGERY CERTIFICATION
CERTIFIED ADMINISTRATOR SURGERY CENTER (CASC)**

CONTENT OUTLINE

III. HUMAN RESOURCES

(30 ITEMS)

- A. Selection
 - 1. Oversee recruitment and hiring processes
 - 2. Apply federal labor laws to selection process
 - 3. Determine staffing requirements
- B. Administration
 - 1. Oversee facility salary, wage, and benefit plans
 - 2. Monitor employee retention
 - 3. Comply with federal employment laws
 - 4. Assess employee development needs
 - 5. Develop training programs for employee development
 - 6. Hire employees
 - 7. Administer performance and talent management
 - 8. Discharge employees
 - 9. Oversee implementation of employee policy manual or handbook (e.g., code of conduct, vacation, sick, FMLA)
- C. Performance Measurement
 - 1. Oversee the development of goals, objectives and performance appraisal process
 - 2. Conduct performance appraisals
 - 3. Oversee the development and implementation of an employee satisfaction program

IV. FINANCIAL

(43 ITEMS)

- A. Accounting
 - 1. Analyze financial documents including:
 - income statement
 - balance sheet
 - cash flow statement
 - owner's equity statement
 - 2. Interpret audit findings
 - 3. Prepare operating and/or capital budget
 - 4. Perform financial analyses including cost/benefit, variance, etc.
 - 5. Oversee the management of:
 - a. accounts payable
 - b. accounts receivable and collections
 - c. payroll processes
 - 6. Comply with federal tax codes
- B. Reimbursement Policies
 - 1. Communicate financial policies for private and public payers to physicians, patients, and staff
 - 2. Establish billing and coding policies (e.g., Medicare, Medicaid, third-party, self-pay)
 - 3. Perform audits to ensure compliance
 - 4. Negotiate third-party contracts
 - 5. Analyze impact of proposed contract changes on profit and loss



**BOARD OF AMBULATORY SURGERY CERTIFICATION
CERTIFIED ADMINISTRATOR SURGERY CENTER (CASC)
CONTENT OUTLINE**

- C. Materials Management
 - 1. Oversee acquisition of medical supplies, drugs and equipment
 - 2. Monitor case costing
 - 3. Develop inventory control process including variance analysis
 - 4. Negotiate contracts with suppliers
- D. Business Growth and Development
 - 1. Develop short- and long-term strategic business plans
 - 2. Develop physician recruitment and retention plans
 - 3. Establish relationships with third-party payers
 - 4. Evaluate participation in disaster preparedness programs
 - 5. Manage public relations
 - 6. Evaluate expansion opportunities

V. REGULATORY AND LEGAL ISSUES

(45 ITEMS)

- A. Governance
 - 1. Assess impact of ownership arrangements including:
 - limited liability corporations
 - joint ventures
 - partnerships
 - resyndication
 - 2. Ensure compliance with facility bylaws, rules, and regulations
 - 3. Facilitate governing body and medical staff in executing their duties
 - 4. Establish lines of authority and accountability
 - 5. Act as liaison to the governing body
 - 6. Develop policies and procedures
 - 7. Ensure compliance with policies and procedures
 - 8. Oversee development and implementation of strategic goals and objectives to organization
 - 9. Determine investor criteria (e.g., safe harbor, Stark)
 - 10. Respond to governmental inquiries (e.g., FBI, OIG, CMS)
- B. Licensure, Accreditation and Certification
 - 1. Comply with federal laws, rules and regulations
 - 2. Evaluate accreditation options
 - 3. Comply with accreditation body requirements (e.g., AAAHC, Joint Commission, AAAASF)
- C. Credentialing and Privileging
 - 1. Oversee credentialing and reappointment process
 - 2. Oversee privileging of medical staff personnel and allied health professionals
 - 3. Implement privileging and credentialing determinations
- D. Negotiate Contracts for Outsourced Services
- E. Ensure Compliance with Contract Terms

TOTAL 200 ITEMS

ELIGIBILITY REQUIREMENTS

Education: Applicants obtain the number of eligibility points shown below for each degree that he or she has been awarded. For example, an applicant who has a Bachelor's Degree in Nursing and an MBA will receive a total of 40 points. Each degree must be listed separately on the application.

| EDUCATION | INSTITUTION* | YEAR ISSUED | POINTS | POINTS EARNED |
|--|--------------|-------------|----------|---------------|
| ASSOCIATE'S DEGREE (OTHER THAN NURSING) | | | 5 | |
| ASSOCIATE'S DEGREE IN NURSING | | | 15 | |
| BACHELOR'S DEGREE (OTHER THAN NURSING) | | | 20 | |
| BACHELOR'S DEGREE IN NURSING | | | 25 | |
| JURIS DOCTOR | | | 25 | |
| NURSING DIPLOMA | | | 20 | |
| MASTER'S DEGREE (OTHER THAN THOSE SHOWN BELOW) | | | 10 | |
| MASTER'S IN BUSINESS ADMINISTRATION (MBA) | | | 15 | |
| MASTER'S IN HEALTH CARE ADMINISTRATION (MHCA) | | | 15 | |
| MASTER'S IN HOSPITAL ADMINISTRATION (MHA) | | | 15 | |
| MASTER'S DEGREE IN NURSING (MSN) | | | 15 | |
| MASTER'S OF PUBLIC HEALTH (MPH) | | | 15 | |
| DOCTOR OF PODIATRIC MEDICINE (DMP) | | | 25 | |
| DOCTOR OF OPTOMETRY (OD) | | | 25 | |
| DOCTOR OF PHILOSOPHY (PHD) | | | 25 | |
| MEDICAL DEGREE | | | 30 | |
| OTHER MEDICAL CERTIFICATIONS (CST, CBSPD) | | | 10 | |
| | | | SUBTOTAL | |

*Please do not abbreviate institution names.

Experience: Applicants receive the number of eligibility points shown for each completed year of paid employment in that particular position. See Candidate Handbook for point calculations and examples.

| EMPLOYER NAME | POSITION HELD | YEAR ENDING | YEAR BEGINNING | POINTS EARNED |
|---------------|---------------|-------------|----------------|---------------|
| | | | | |
| | | | | |
| | | | | |

Other: Applicants receive eligibility points for each credential or license listed below. To receive points for these items the license or credential must be valid at the time of application.

| LICENSES & CREDENTIALS | ISSUED BY | YEAR ISSUED | POINTS | POINTS EARNED |
|--|-----------|-------------|----------|---------------|
| BAR ADMISSION | | | 10 | |
| CNOR | | | 10 | |
| CNORFA | | | 10 | |
| CPA | | | 10 | |
| CPAN/CAPA | | | 10 | |
| CRNA | | | 10 | |
| LPN/LVN | | | 10 | |
| RN | | | 10 | |
| COMPLETED 4 TOTAL ACCREDITATION SURVEYS OF YOUR ASCS AS A MEMBER OF THE MANAGEMENT TEAM (E.G. AAAHC, TJC, OR AAAASF) | | | 10 | |
| | | | SUBTOTAL | |

Please total up your points from above:

| ELIGIBILITY POINT CALCULATION CHART | |
|-------------------------------------|--|
| EDUCATION | |
| EXPERIENCE | |
| LICENSES & CREDENTIALS | |
| TOTAL ELIGIBILITY POINTS | |

Candidate Name: _____

References: Two reference letters must be submitted with the application. Each reference letter must be signed, dated and on the signor's letterhead. The requirements for references are discussed in the Candidate Handbook. When submitting your application, complete the appropriate reference form and staple to the corresponding reference letter.

Note: Providing the following information is strictly voluntary. It will be used for statistical purposes only.

Gender: Male Female

Primary Background and Experience: Clinical Business

Special Accommodations Request: If you have a disability or special health care need that requires a special accommodation in order for you to take the examination or access the testing location, complete the Special Accommodations Form and submit to the address on the form.

DISCLOSURE STATEMENT WITH SIGNATURE: BASC personnel will select applications for random audit of information. This procedure may include: verifying applicant's education, license or other credentials with educational entities, licensing authorities and/or credentialing bodies; verifying current or previous experience with employer/employing facilities; or verifying references through contact. All information gained through the above procedures will be confidential except in instances where the law requires disclosure. If any information on the application provided by the candidate, is found to be inaccurate, falsified, misleading or a misrepresentation of facts, the applicant will be declared ineligible and will not be allowed to sit for the upcoming examination. The Applicant also acknowledges that BASC may withhold, cancel, and revoke my scores or take appropriate action including suspension or revocation of certification, if it is subsequently determined, in BASC's judgment, that any information presented in this application or the supporting documentation is false, deceptive or misleading. Applicants may be eligible to reapply after a certain time period, as determined by BASC on a case-by-case basis.

Signature: _____ Date: _____

Payment: \$750 must be submitted with the application. Payment may be made by check payable to BASC or a major credit card. If paying by credit card, submit the Credit Card Authorization Form.

Checklist:

- I have completed, signed and dated the three-page Candidate Application Form.
- I have Eligibility Points totaling 100 or Greater.
- I have written a check for the correct amount or attached the completed Credit Card Authorization Form.
- I have included two Reference Forms with attached letters of reference.
- I have attached a legible copy of a government-issued ID with a picture.
- If special accommodations will be needed, the Special Accommodations Form is attached.

Requested CASC Exam testing month: June (application submitted April 1-April 30)
 October (application submitted August 1-August 31)

Please mail your completed application to:

CASC Exam Registration
1012 Cameron Street
Alexandria, VA 22314

Contact Information: For questions regarding your application or program content, contact BASC:
Via Phone: 703.836.4871, Via Fax: 703.549.0976, Via Email casc@aboutcasc.org.



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Assessment Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888-519-9901.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888-519-9901.