



**Board of Ambulatory Surgery Certification  
Certified Administrator Surgery Center (CASC)  
Content Outline**

<b>1. Delivery of Patient Care</b>	<b>(42 items)</b>
<ul style="list-style-type: none"> <li>A. Implement clinical policies</li> <li>B. Establish policies to prevent never events</li> <li>C. Ensure compliance with policies to prevent never events</li> <li>D. Establish/monitor ongoing infection control program</li> <li>E. Ensure safe medication practices</li> <li>F. Develop pain management protocols</li> <li>G. Ensure compliance with pain management protocols</li> <li>H. Ensure communication with patient regarding                             <ul style="list-style-type: none"> <li>1. patient rights and responsibilities</li> <li>2. medical diagnosis, treatments, and follow-up care</li> </ul> </li> <li>I. Analyze impact of staffing patterns on patient care and ASC operations</li> <li>J. Ensure maintenance of medical records (e.g., legibility, completeness)</li> <li>K. Analyze how changes in scope of services affect clinical operations</li> <li>L. Understand medical terminology</li> <li>M. Comply with medical ethical standards</li> </ul>	
<b>2. Quality Management</b>	<b>(40 items)</b>
<ul style="list-style-type: none"> <li>A. Quality Assessment and Performance Improvement Programs                             <ul style="list-style-type: none"> <li>1. Maintain a continuous quality improvement program</li> <li>2. Implement ongoing quality improvement studies</li> <li>3. Oversee ongoing monitoring of processes and outcomes</li> <li>4. Compare performance to internal and external benchmarks</li> <li>5. Assess patient satisfaction</li> <li>6. Assess employee and physician satisfaction</li> <li>7. Oversee peer review program</li> <li>8. Oversee medical record reviews</li> <li>9. Participate in CMS quality reporting program</li> </ul> </li> <li>B. Risk Management and Safety                             <ul style="list-style-type: none"> <li>1. Promote a culture of safety</li> <li>2. Implement corporate compliance program</li> <li>3. Oversee compliance audits</li> <li>4. Assess impact of clinical technology on ASC operations</li> <li>5. Maintain facility insurance coverage</li> <li>6. Develop and manage an adverse event reporting system</li> <li>7. Respond to adverse event with action plan</li> <li>8. Monitor physical environment: maintain building/medical equipment</li> </ul> </li> </ul>	



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- 9. Monitor physical environment:
  - a. comply with life safety code (e.g., CMS , NFPA codes, FGI guidelines)
  - b. comply with medical waste contracts, rules, regs
  - c. comply with local, state, fed safety laws (e.g., OSHA)
- 10. Conduct risk hazard vulnerability assessment (e.g., flooding, earthquake, radiation exposure, chemical spill, terrorism)
- 11. Develop plans to mitigate risk hazard vulnerability
- 12. Develop disaster preparedness plan
- 13. Conduct emergency drills
- 14. Analyze response to emergency drills

**3. Human Resources**

**(30 items)**

- A. Plan
  - 1. Oversee recruitment and hiring processes
  - 2. Apply state and federal labor laws to selection process
  - 3. Determine staffing requirements
  - 4. Develop policies to ensure professional behavior and conduct
- B. Administration
  - 1. Oversee facility, salary, wage, and benefit plans
  - 2. Comply with federal employment laws
  - 3. Apply policies to ensure professional behavior and conduct
  - 4. Oversee implementation of employee policy manual or handbook
  - 5. Recruit employees
  - 6. Hire employees
  - 7. Oversee employee orientation
  - 8. Assess employee development needs
  - 9. Develop training programs for employee development
  - 10. Recognize and develop talent
  - 11. Manage employee retention
  - 12. Ensure compliance with disciplinary process
  - 13. Discharge employees
- C. Performance Measurement
  - 1. Oversee development of goals, objectives, and performance appraisal process
  - 2. Conduct performance appraisals
  - 3. Conduct competency assessment
  - 4. Oversee development/implementation of employee satisfaction program



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**4. Financial**

**(43 items)**

- A. Accounting
  - 1. Maintain compliance with recommended best accounting practices (e.g., separation of duties)
  - 2. Interpret financial review/audit findings
  - 3. Analyze financial documents
  - 4. Perform financial analyses including cost/benefit, variance, etc.
  - 5. Prepare operating/capital budget
  - 6. Oversee management of accounts payable
  - 7. Oversee management of accounts receivable and collections
  - 8. Oversee management of payroll processes
  - 9. Comply with state & federal tax codes
- B. Revenue Cycle Policies
  - 1. Communicate financial policies for private and public payers to patients, physicians, and staff
  - 2. Establish billing/coding policies (e.g., Medicare, Medicaid, third party, self pay)
  - 3. Perform audits to ensure compliance (e.g., coding, collections, denials)
  - 4. Negotiate payer contracts
  - 5. Analyze financial impact of proposed contract changes
- C. Supply Chain 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 vendors (e.g., GPO, distributor, third-party billers, consignments)
  - 5. Ensure vendor contract compliance
- D. Business Growth and Development
  - 1. Develop short- and long-term strategic business plans
  - 2. Implement short- and long-term strategic business plans
  - 3. Develop physician recruitment and retention plans
  - 4. Implement physician recruitment and retention plans
  - 5. Explore opportunities with strategic partners
  - 6. Establish relationships with payers
  - 7. Manage public relations
  - 8. Evaluate participation in community programs
  - 9. Evaluate expansion opportunities



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**5. Regulatory and Legal Issues (45 items)**

- A. Governance
  - 1. Assess compliance with operating agreement and governing documents
  - 2. Understand ownership structure (LLC, partnerships, joint ventures, resyndication, etc.)
  - 3. Ensure compliance with facility bylaws, rules, and regulations
  - 4. Facilitate governing body and medical staff in executing their duties
  - 5. Establish lines of authority and accountability
  - 6. Act as liaison to governing body
  - 7. Adopt and ensure compliance with all organizational plans, policies, and procedures
  - 8. Understand federal and state Stark, safe harbor, and anti-kickback regulations
  - 9. Respond to governmental inquiries (e.g., CMS, OIG, OSHA, OCR, FBI)
  - 10. Develop policies and procedures related to HIPAA final rule
  - 11. Ensure compliance with local, state, and federal regulations
  - 12. Ensure compliance with HIPAA final rule
- B. Licensure, Accreditation, and Certification
  - 1. Comply with federal and state laws, rules, and regulations
  - 2. Comply with accreditation body requirements (AAAHC, The Joint Commission, AAAASF)
- C. Credentialing 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 outsourced service contracts (e.g., coding, transcription, biomedical, pathology, laboratory)
- E. Ensure compliance with terms of service contracts

**Total: 200 items**