# Content Outline

## 1. Delivery of Patient Care (42 items)

- A. Implement clinical policies
- B. Establish policies to prevent never events
- C. Ensure compliance with policies to prevent never events
- D. Establish/monitor ongoing infection control program
- E. Ensure safe medication practices
- F. Develop pain management protocols
- G. Ensure compliance with pain management protocols
- H. Ensure communication with patient regarding
  1. patient rights and responsibilities
  2. medical diagnosis, treatments, and follow-up care
- I. Analyze impact of staffing patterns on patient care and ASC operations
- J. Ensure maintenance of medical records (e.g., legibility, completeness)
- K. Analyze how changes in scope of services affect clinical operations
- L. Understand medical terminology
- M. Comply with medical ethical standards

## 2. Quality Management (40 items)

- A. Quality Assessment and Performance Improvement Programs
  1. Maintain a continuous quality improvement program
  2. Implement ongoing quality improvement studies
  3. Oversee ongoing monitoring of processes and outcomes
  4. Compare performance to internal and external benchmarks
  5. Assess patient satisfaction
  6. Assess employee and physician satisfaction
  7. Oversee peer review program
  8. Oversee medical record reviews
  9. Participate in CMS quality reporting program

- B. Risk Management and Safety
  1. Promote a culture of safety
  2. Implement corporate compliance program
  3. Oversee compliance audits
  4. Assess impact of clinical technology on ASC operations
  5. Maintain facility insurance coverage
  6. Develop and manage an adverse event reporting system
  7. Respond to adverse event with action plan
  8. Monitor physical environment: maintain building/medical equipment
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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
## Board of Ambulatory Surgery Certification
### Certified Administrator Surgery Center (CASC)
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4. **Financial** (43 items)

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