

## Exam Specifications and Study Materials

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CASC Examination Specification	Study Materials
<b>1. Delivery of Patient Care- 42 items</b>	
A. Implement clinical policies	-*AORN Guidelines for Perioperative Practice <a href="https://www.aorn.org/guidelines">https://www.aorn.org/guidelines</a>
B. Establish policies to prevent never events	-*AORN Guidelines for Perioperative Practice <a href="https://www.aorn.org/guidelines">https://www.aorn.org/guidelines</a> - <a href="https://www.qualityforum.org/Topics/SREs/List_of_SREs.aspx">https://www.qualityforum.org/Topics/SREs/List_of_SREs.aspx</a>
C. Ensure compliance with policies to prevent never events	See 1. B.
D. Establish/monitor ongoing infection control program	- CMS ASC Infection Control Surveyor Worksheet <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107_exhibit_351.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107_exhibit_351.pdf</a> - CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.51 Condition for Coverage – Infection control) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
E. Ensure safe medication practices	- Centers for Disease Control and Prevention (CDC) (Injection Safety) <a href="https://www.cdc.gov/injectionsafety/providers.html">https://www.cdc.gov/injectionsafety/providers.html</a> - <a href="https://ismp.org">https://ismp.org</a> - The One and Only Campaign <a href="http://www.oneandonlycampaign.org">http://www.oneandonlycampaign.org</a>
F. Develop pain management protocols	- <a href="http://www.aspan.org/Resources/ASPAN-Patient-Information/Pain-Management">http://www.aspan.org/Resources/ASPAN-Patient-Information/Pain-Management</a>
G. Ensure compliance with pain management protocols	- <a href="http://www.aspan.org/Resources/ASPAN-Patient-Information/Pain-Management">http://www.aspan.org/Resources/ASPAN-Patient-Information/Pain-Management</a>
H. Ensure communication with patient regarding	
1. patient rights and responsibilities	-CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.50 Condition for Coverage – Patient Rights) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
2. medical diagnosis, treatments, and follow-up care	-*AORN Guidelines for Perioperative Practice <a href="https://www.aorn.org/guidelines">https://www.aorn.org/guidelines</a> -CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.52 Condition for Coverage – Patient Admission, Assessment, and Discharge) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
I. Analyze impact of staffing patterns on patient care and ASC operations	-*AORN Guidelines for Perioperative Practice <a href="https://www.aorn.org/guidelines">https://www.aorn.org/guidelines</a> - <a href="http://www.aspan.org/Clinical-Practice/FAQs">http://www.aspan.org/Clinical-Practice/FAQs</a>

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	-CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.46 Condition for Coverage – Nursing Service) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
J. Ensure maintenance of medical records (e.g., legibility, completeness)	-*AORN Guidelines for Perioperative Practice <a href="https://www.aorn.org/guidelines">https://www.aorn.org/guidelines</a> -CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.47 Condition for Coverage – Medical Records) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
K. Analyze how changes in scope of services affect clinical operations	See. 1. I.
L. Understand medical terminology	
M. Comply with medical ethical standards	- <a href="https://www.ama-assn.org/about/publications-newsletters/ama-principles-medical-ethics">https://www.ama-assn.org/about/publications-newsletters/ama-principles-medical-ethics</a> - <a href="https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/">https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/</a>
<b>2. Quality Management- 40 items</b>	
A. Quality Assessment and Performance Improvement Programs	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.43 Condition for Coverage – Quality Assessment and Performance Improvement) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
1. Maintain a continuous quality improvement program	See 2. A.
2. Implement ongoing quality improvement studies	See 2. A.
3. Oversee ongoing monitoring of processes and outcomes	See 2. A.
4. Compare performance to internal and external benchmarks	See 2. A.
5. Assess patient satisfaction	
6. Assess employee and physician satisfaction	
7. Oversee peer review program	
8. Oversee medical record reviews	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.47 Condition for Coverage – Medical Records) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
9. Participate in CMS quality reporting program	- <a href="https://www.qualitynet.org">https://www.qualitynet.org</a>
B. Risk Management and Safety	
1. Promote a culture of safety	- <a href="https://www.ahrq.gov/sops/surveys/asc/index.html">https://www.ahrq.gov/sops/surveys/asc/index.html</a>

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2. Implement corporate compliance program	- <a href="https://www.beckersasc.com/pdfs/conferences/oct-16/2%20Friday%20October%2028th/Fri%20940am%20E%20Fry%20Townshend%20Effective%20Compliance%20Planning%20for%20Surgery%20Centers.pdf">https://www.beckersasc.com/pdfs/conferences/oct-16/2 Friday October 28th/Fri 940am E Fry Townshend Effective%20Compliance%20Planning%20for%20Surgery%20Centers.pdf</a>
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	
9. Monitor physical environment:	
a. comply with life safety code (e.g., CMS, NFPA codes, FGI guidelines)	- <a href="https://www.govinfo.gov/content/pkg/FR-2016-05-04/pdf/2016-10043.pdf">https://www.govinfo.gov/content/pkg/FR-2016-05-04/pdf/2016-10043.pdf</a>
b. comply with medical waste contracts, rules, regs	- <a href="https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120">https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120</a>
c. comply with local, state, fed safety laws (e.g., OSHA)	- <a href="https://www.osha.gov/html/RAmap.html">https://www.osha.gov/html/RAmap.html</a>
10. Conduct risk hazard vulnerability assessment (e.g., flooding, earthquake, radiation exposure, chemical spill, terrorism)	- <a href="https://www.hasc.org/sites/main/files/file-attachments/hva_tool.pdf">https://www.hasc.org/sites/main/files/file-attachments/hva_tool.pdf</a>
11. Develop plans to mitigate risk hazard vulnerability	
12. Develop disaster preparedness plan	- <a href="https://www.ascassociation.org/federalregulations/emergency-preparedness">https://www.ascassociation.org/federalregulations/emergency-preparedness</a> - <a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Downloads/SOM-Appendix-Z.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Downloads/SOM-Appendix-Z.pdf</a> - <a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html</a>
13. Conduct emergency drills	See 2. B. 12.
14. Analyze response to emergency drills	See 2. B. 12.
<b>3. Human Resources- 30 items</b>	
A. Plan	
1. Oversee recruitment and hiring processes	- <a href="https://www.dol.gov/general/aboutdol/majorlaws">https://www.dol.gov/general/aboutdol/majorlaws</a> - <a href="https://www.dol.gov/general/topic/hiring">https://www.dol.gov/general/topic/hiring</a> - <a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a>

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2. Apply state and federal labor laws to selection process	<ul style="list-style-type: none"> <li>- <a href="https://www.ada.gov/">https://www.ada.gov/</a></li> <li>- <a href="https://www.dol.gov/general/aboutdol/majorlaws">https://www.dol.gov/general/aboutdol/majorlaws</a></li> <li>- <a href="http://www.dol.gov/whd/state/state.htm">http://www.dol.gov/whd/state/state.htm</a></li> <li>- <a href="https://www.eeoc.gov/laws/statutes/adea.cfm">https://www.eeoc.gov/laws/statutes/adea.cfm</a></li> <li>- <a href="https://www.eeoc.gov/laws/statutes/titlevii.cfm">https://www.eeoc.gov/laws/statutes/titlevii.cfm</a></li> <li>- <a href="http://www.eeoc.gov/laws/types/index.cfm">http://www.eeoc.gov/laws/types/index.cfm</a></li> <li>- <a href="https://www.justice.gov/crt-military/uniformed-services-employment-and-reemployment-rights-act-1994">https://www.justice.gov/crt-military/uniformed-services-employment-and-reemployment-rights-act-1994</a></li> <li>- <a href="https://www.usa.gov/labor-laws">https://www.usa.gov/labor-laws</a></li> </ul>
3. Determine staffing requirements	See. 1. I.
4. Develop policies to ensure professional behavior and conduct	
<b>B. Administration</b>	
1. Oversee facility, salary, wage, and benefit plans	<ul style="list-style-type: none"> <li>- <a href="https://www.dol.gov/general/aboutdol/majorlaws">https://www.dol.gov/general/aboutdol/majorlaws</a></li> <li>- <a href="https://www.dol.gov/whd/flsa/">https://www.dol.gov/whd/flsa/</a></li> <li>- <a href="https://www.usa.gov/labor-laws">https://www.usa.gov/labor-laws</a></li> <li>- <a href="https://www.dol.gov/whd/fmla/">https://www.dol.gov/whd/fmla/</a></li> </ul>
2. Comply with federal employment laws	See 3. A. 2. - <a href="https://www.osha.gov/">https://www.osha.gov/</a>
3. Apply policies to ensure professional behavior and conduct	
4. Oversee implementation of employee policy manual or handbook	
5. Recruit employees	See 3. B. 1.
6. Hire employees	See 3. A. 1.
7. Oversee employee orientation	- <a href="https://www.aorn.org/-/media/aorn/guidelines/position-statements/posstat_orientation_2018.pdf">https://www.aorn.org/-/media/aorn/guidelines/position-statements/posstat_orientation_2018.pdf</a>
8. Assess employee development needs	- <a href="https://hr-guide.com/data/G510.htm">https://hr-guide.com/data/G510.htm</a>
9. Develop training programs for employee development	<ul style="list-style-type: none"> <li>- <a href="https://hr-guide.com/data/G510.htm">https://hr-guide.com/data/G510.htm</a></li> <li>- <a href="https://managementhelp.org/employeeperformance/performance-appraisals.htm">https://managementhelp.org/employeeperformance/performance-appraisals.htm</a></li> </ul>
10. Recognize and develop talent	- <a href="https://www.forbes.com/sites/drewhansen/2011/12/02/5-keys-developing-talent-in-your-organization/#46c2831829a8">https://www.forbes.com/sites/drewhansen/2011/12/02/5-keys-developing-talent-in-your-organization/#46c2831829a8</a>
11. Manage employee retention	<ul style="list-style-type: none"> <li>-*ASCA Webinar 2018: Managing Conflict Effectively <a href="https://www.ascassociation.org/educationevents/upcomingevents/webinars#collaps_e18REC8">https://www.ascassociation.org/educationevents/upcomingevents/webinars#collaps_e18REC8</a></li> </ul>
12. Ensure compliance with disciplinary process	<ul style="list-style-type: none"> <li>-* ASCA Webinar 2018: Tackle the Top Five Human Resource Risk Events <a href="https://www.ascassociation.org/educationevents/upcomingevents/webinars#collaps_e18REC3">https://www.ascassociation.org/educationevents/upcomingevents/webinars#collaps_e18REC3</a></li> </ul>

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13. Discharge employees	- <a href="https://www.dol.gov/general/topic/termination">https://www.dol.gov/general/topic/termination</a>
<b>C. Performance Measurement</b>	
1. Oversee development of goals, objectives, and performance appraisal process	
2. Conduct performance appraisals	- <a href="https://managementhelp.org/employeeperformance/performance-appraisals.htm">https://managementhelp.org/employeeperformance/performance-appraisals.htm</a>
3. Conduct competency assessment	
4. Oversee development/implementation of employee satisfaction program	- <a href="https://www.thebalancecareers.com/employee-satisfaction-1918014">https://www.thebalancecareers.com/employee-satisfaction-1918014</a>
<b>4. Financial- 43 items</b>	
<b>A. Accounting</b>	
1. Maintain compliance with recommended best accounting practices (e.g., separation of duties)	*(1)
2. Interpret financial review/audit findings	*(1)
3. Analyze financial documents	*(1)
4. Perform financial analyses including cost/benefit, variance, etc.	*(1)
5. Prepare operating/capital budget	*(1)
6. Oversee management of accounts payable	*(1)
7. Oversee management of accounts receivable and collections	*(1)
8. Oversee management of payroll processes	*(1)
9. Comply with state & federal tax codes	- <a href="https://tax.findlaw.com/tax-laws-forms/state-tax-codes.html">https://tax.findlaw.com/tax-laws-forms/state-tax-codes.html</a>
<b>C. Revenue Cycle Policies</b>	
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	- <a href="https://www.hfma.org/Content.aspx?id=16658">https://www.hfma.org/Content.aspx?id=16658</a>

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5. Analyze financial impact of proposed contract changes	
<b>C. Supply Chain Management</b>	
1. Oversee acquisition of medical supplies, drugs, and equipment	*(1) <a href="https://www.ormanager.com/wp-content/uploads/pdfx/ORMVol27No1.ASCSupplyChain.pdf">-https://www.ormanager.com/wp-content/uploads/pdfx/ORMVol27No1.ASCSupplyChain.pdf</a>
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)	<a href="https://www.ebglaw.com/content/uploads/2017/05/Herschman-Kastner-InHouse-Counselor-Newsletter-April-2017.pdf">-https://www.ebglaw.com/content/uploads/2017/05/Herschman-Kastner-InHouse-Counselor-Newsletter-April-2017.pdf</a>
5. Ensure vendor contract compliance	
<b>D. Business Growth and Development</b>	
1. Develop short- and long-term strategic business plans	*(1)
2. Implement short- and long-term strategic business plans	*(1)
3. Develop physician recruitment and retention plans	*(1)
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	
<b>5. Regulatory and Legal Issues- 45 items</b>	
<b>A. Governance</b>	
1. Assess compliance with operating agreement and governing documents	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.41 Condition for Coverage – Governing Body and Management) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a> - <a href="https://www.mcguirewoods.com/news-resources/publications/health_care/asc-transactions.pdf">https://www.mcguirewoods.com/news-resources/publications/health_care/asc-transactions.pdf</a>
2. Understand ownership structure (LLC, partnerships, joint ventures, resyndication, etc.)	<a href="http://oneal.research.ucf.edu/Class/GEB5516_4152/Business%20Structure/Business%20Formation-Ownership%20Structures.pdf">http://oneal.research.ucf.edu/Class/GEB5516_4152/Business%20Structure/Business%20Formation-Ownership%20Structures.pdf</a>

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3. Ensure compliance with facility bylaws, rules, and regulations	
4. Facilitate governing body and medical staff in executing their duties	-CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.41 Condition for Coverage – Governing Body and Management) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_l_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_l_ambulatory.pdf</a>
5. Establish lines of authority and accountability	See 5. A. 4.
6. Act as liaison to governing body	See 5. A. 4.
7. Adopt and ensure compliance with all organizational plans, policies, and procedures	- <a href="https://www.beckersasc.com/pdfs/conferences/oct-16/2_Friday_October_28th/Fri_940am_E_Fry_Townshend_Effective%20Compliance%20Planning%20for%20Surgery%20Centers.pdf">https://www.beckersasc.com/pdfs/conferences/oct-16/2_Friday_October_28th/Fri_940am_E_Fry_Townshend_Effective%20Compliance%20Planning%20for%20Surgery%20Centers.pdf</a>
8. Understand federal and state Stark, safe harbor, and anti-kickback regulations	See 5. A. 7. - <a href="https://www.govinfo.gov/content/pkg/CFR-2010-title42-vol5/pdf/CFR-2010-title42-vol5-sec1001-952.pdf">https://www.govinfo.gov/content/pkg/CFR-2010-title42-vol5/pdf/CFR-2010-title42-vol5-sec1001-952.pdf</a>
9. Respond to governmental inquiries (e.g., CMS, OIG, OSHA, OCR, FBI)	- <a href="https://www.cms.gov/">https://www.cms.gov/</a> - <a href="https://oig.hhs.gov/compliance/compliance-guidance/docs/practical-guidance-for---health-care-boards-on-compliance-oversight.pdf">https://oig.hhs.gov/compliance/compliance-guidance/docs/practical-guidance-for---health-care-boards-on-compliance-oversight.pdf</a> - <a href="https://oig.hhs.gov/about-oig/about-us/index.asp">https://oig.hhs.gov/about-oig/about-us/index.asp</a> - <a href="https://www.osha.gov/">https://www.osha.gov/</a> - <a href="https://www.hhs.gov/ocr/index.html">https://www.hhs.gov/ocr/index.html</a> - <a href="https://www.fbi.gov/">https://www.fbi.gov/</a>
10. Develop policies and procedures related to HIPAA final rule	- <a href="https://www.ascassociation.org/federalregulations/hipaa">https://www.ascassociation.org/federalregulations/hipaa</a> - <a href="https://www.hhs.gov/hipaa/for-professionals/index.html">https://www.hhs.gov/hipaa/for-professionals/index.html</a> - <a href="https://www.hhs.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions/index.html">https://www.hhs.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions/index.html</a>
11. Ensure compliance with local, state, and federal regulations	See 5. B.
12. Ensure compliance with HIPAA final rule	- <a href="https://www.ascassociation.org/federalregulations/hipaa">https://www.ascassociation.org/federalregulations/hipaa</a>
<b>B. Licensure, Accreditation, and Certification</b>	
1. Comply with federal and state laws, rules, and regulations	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_l_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_l_ambulatory.pdf</a> <a href="https://www.ascassociation.org/asca/govtadvocacy/stateresourcecenter/statelawdatabase?CLK=2521360a-7382-4335-9997-d4210e7a2e0e">https://www.ascassociation.org/asca/govtadvocacy/stateresourcecenter/statelawdatabase?CLK=2521360a-7382-4335-9997-d4210e7a2e0e</a>
2. Comply with accreditation body requirements	
<b>C. Credentialing Privileging</b>	
1. Oversee credentialing and reappointment process	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.45 Condition for Coverage – Medical Staff)

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## Exam Specifications and Study Materials

*Study materials that can help candidates prepare for the CASC exam appear below. All candidates must decide for themselves whether to use these resources and any other materials that are not on this list based on their existing knowledge on this topic. Using the materials on this list does not guarantee a passing grade on the CASC exam. The legend at the bottom of the page list a notation regarding a publication cited frequently on this list.*

	<a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
2. Oversee privileging of medical staff personnel and allied health professionals	See 5. C. 1.
3. Implement privileging and credentialing determinations	See 5. C. 1.
D. Negotiate outsourced service contracts (e.g., coding, transcription, biomedical, pathology, laboratory)	- CMS State Operations Manual Appendix L-Guidance for Surveyors: Ambulatory Surgical Centers (§416.41(a) Condition for Coverage – Contract Services) <a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_1_ambulatory.pdf</a>
E. Ensure compliance with terms of service contracts	See 5. D.

\*possible fee for publications on this site

### Notations for Frequently Cited Documents

(1) Finance & Accounting for ASCs- Fourth Edition

<https://www.ascassociation.org/resourcecenter/publication/additionalpublications201812>