Checklist to Ace Ambulatory Surgery Center (ASC) Accreditation

Accreditation is like a seal of approval that demonstrates high standards of care and compliance. While there's not a one-size-fits-all answer when it comes to choosing an accreditation organization, be sure to weigh factors such as the standards, cost, and payer preferences. Regardless of the accreditation organization you choose, these insider tips will put you a step ahead.

- ☐ Store all your written plans, policies, logs, and documents *digitally and in one place* so any employee can easily access the information – especially during a survey!

- ☐ Use compliance software to track policy version control, employee acknowledgement, and governing body approval.

- ☐ Maintain ongoing training and set up *automatic reminders* for required training, certification (such as BLS, ACLS, and PALS), and policy acknowledgement.

- ☐ Document your efforts to collaborate with local and state emergency preparedness officials and have a written facility transfer agreement with a nearby facility.

- ☐ Document your *onboarding plan* for each role to ensure distribution of the required documents, training, policies, and procedures.

- ☐ Document all parts of the *credentialing* and privileging process.

- ☐ Integrate your payroll system with your compliance software to eliminate duplicate data entry and potential errors.

Checklist Continued

☐ Use the Infection Control and Prevention Gap Analysis tool to identify potential quality issues and set performance improvement goals.

☐ Offer *online infection control training* with CE Broker reporting to reduce costs and eliminate excuses. Choose training courses that satisfy American Nursing Credentialing Center (ANCC) and Continuing Nursing Education (CNE) requirements.

☐ Set up *customized incident report templates* for the types of issues you want reported – including supply issues, behavior issues, and bad outcomes.
Use the Security Risk Analysis (SRA) tool and tutorials to identify potential issues and set performance improvement goals.

☐ Make a compliance presentation to board at least annually, sharing the key financial, operational, and compliance indicators to assess risk. *Download a free checklist*. Keep board meeting minutes, newsletters, and other forms of communication.

☐ Ensure all employees can access the FDA List of Established Drug Names, *tall man lettering (TML), look-alike sound-alike medications*, and Safety Data Sheets (SDS) for hazardous drugs.

☐ Ensure labels throughout the facility (not just medication) are clear, consistent, and visible (an organized and orderly facility instills confidence).

☐ Include job descriptions as part of your HR and *compliance platforms*, along with results of periodic competency assessments.

☐ Meet with leadership to set performance improvement priorities and ask for the resources and *technology* needed to achieve improvement.

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Environment of Care
Emergency Management
Infection Control and Prevention
Information Management

Leadership, Governance, and Administration
Life Safety
Medication Management

Oversight of Care, Treatment, or Services
National Patient Safety Goals

Provision of Care, Treatment, and Services

Performance Improvement
Record of Care, Treatment, and Services

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Environment of Care
Human Resources
Infection Control and Prevention
Information Management
Life Safety
Medication Management
Oversight of Care, Treatment, or Services
Record of Care, Treatment, and Services
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Human Resources

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