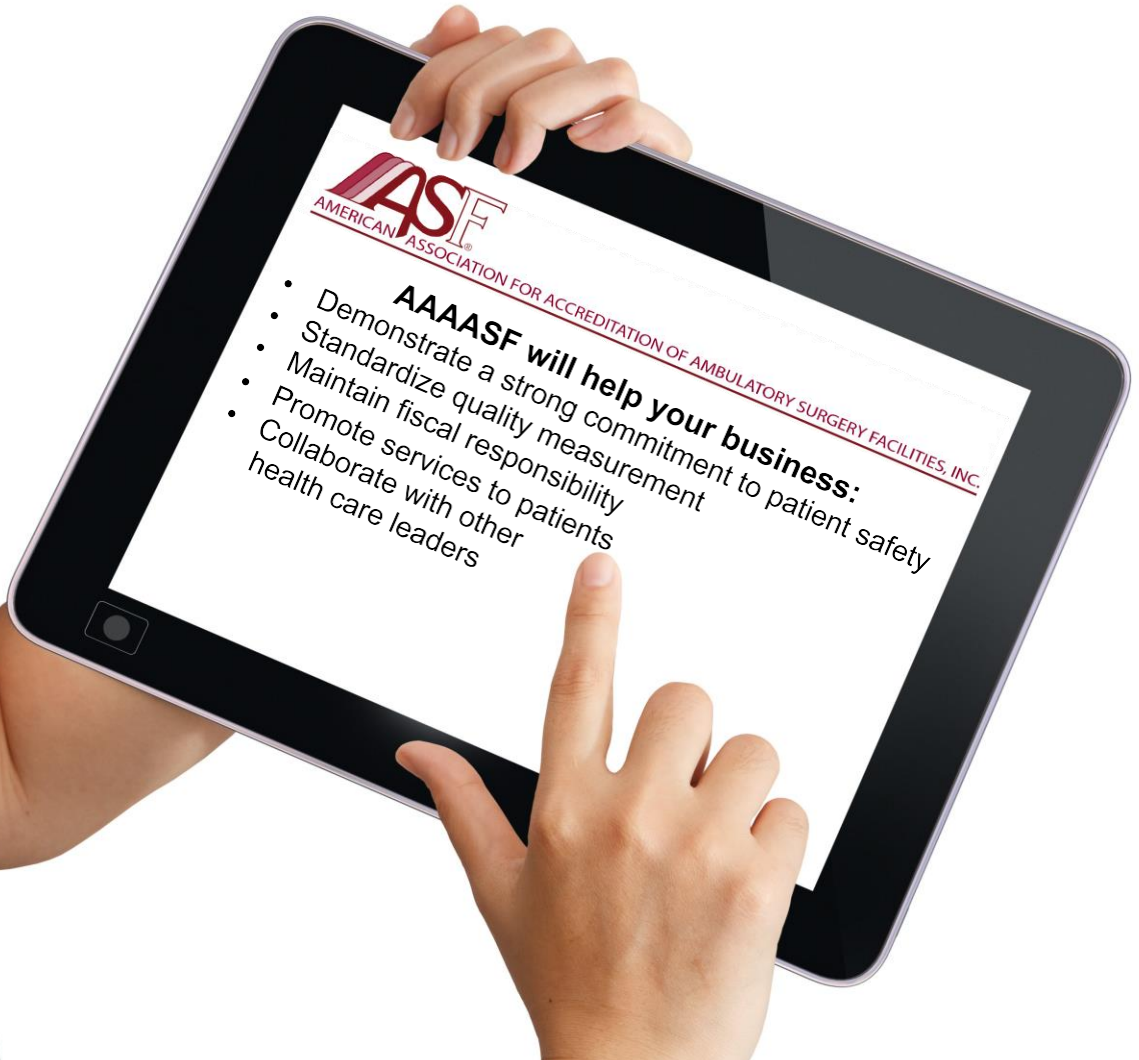


WHAT CAN AAAASF DO FOR YOU?

How to apply and prepare for accreditation





ABOUT AAAASF

The [American Association for Accreditation of Ambulatory Surgery Facilities, Inc. \(AAAASF\)](#) was established in 1980 to standardize and improve the quality of medical and surgical care in outpatient facilities and assure the public that patient safety is top priority in an accredited facility. AAAASF now accredits thousands of international and domestic facilities, making it one of the largest not-for-profit accrediting organizations in the United States. Physicians, clinicians, legislators, state and national health agencies and patients acknowledge that AAAASF sets the "gold standard" for quality patient care.

AAAASF programs include outpatient surgical, procedural, oral maxillofacial, international surgical, rehabilitation and dental. AAAASF is also approved by the Centers for Medicare and Medicaid Services (CMS) to accredit ambulatory surgery centers, rehabilitation and outpatient physical therapy agencies, as well as rural health clinics. Details about each program may be found at [AAAASF.org](#).

Accreditation represents a high level of attention to the details that make an ambulatory medical facility safer. AAAASF has developed stringent, nationally recognized standards that are continuously reviewed and revised as new developments occur. Patient safety is never compromised when standards are amended.

AAAASF facility surveyors are board certified medical specialists trained to perform a thorough and complete facility survey. AAAASF facility surveyors follow a regimented procedure to survey a facility in the following categories:

1. Personnel
2. Medical Records
3. Disaster Preparedness
4. General Safety
5. Quality Assurance
6. Clinical Practices

For more information, visit [AAAASF.org](#) or [Facebook](#), [LinkedIn](#) and [Twitter](#).



ABOUT AAAASF INTERNATIONAL

The AAAASF International program surveys and accredits clinics that exceed superior standards. Globally, there is a growing need and demand for uniform standards and practices to ensure quality health care and patient safety. AAAASF is an accreditation program certifying to the medical and dental community and the general public that a facility meets internationally recognized standards.

AAAASF has earned accreditation by The International Society for Quality in Health Care (ISQua), known as the “accreditor of accreditors.” ISQua accreditation of our standards provides evidence to ministries of health, patients and health providers that the facilities using the AAAASF standards meet international requirements. ISQua’s mission is to inspire, promote and support continuous improvement in the safety and quality of health care worldwide. ISQua features a network that spans 100 countries and five continents.

AAAASF earned accreditation following a self-assessment, external survey and requires continuous quality improvement. AAAASF’s international standards focus largely on the clinical capacity and effectiveness of facilities being assessed. Surgeons and dentists who understand local customs and cultures are the ones who perform international surveys.

Regardless of the language you speak, the size of a facility, specialty or location, our common denominator is patient safety. AAAASF requires 100 percent compliance with all its accreditation standards. If a clinic fails to meet any standard, it must correct the deficiency or risk denial or loss of accreditation. Patients can be confident that clinics meet the same standards for safety all over the world. The AAAASF international program currently accredits clinics in 15 countries.

Specific international programs include:

- Surgical centers
- Outpatient Physical Therapy agencies that may additionally offer occupational therapy
- Dental clinics



ABOUT AAAASF INTERNATIONAL

In December 2014, AAAASF International accredited Orbis, a leading global non-governmental organization (NGO) that works to eliminate avoidable blindness. Orbis prevents and treats blindness through hands-on training, public health education, improved access to quality eye care, advocacy and partnerships with local health care organizations.

The Orbis Flying Eye Hospital (FEH) is a fully equipped mobile teaching hospital. On the outside, the plane is like most other aircraft. Inside, it's like no other. It hosts an ophthalmic hospital and teaching facility right on board.

More than 285 million people around the world are visually impaired. It is estimated that 90 percent of those with visual impairment live in developing countries where there is limited access to health care.

To earn its accreditation, Orbis passed inspection of hundreds of important criteria concerning patient safety, the same criteria used to evaluate first class outpatient facilities in the United States and globally.

AAAASF develops accreditation programs to standardize and improve the quality of medical and surgical care in outpatient facilities and assures the public that patient safety is a top priority. All accredited clinics must pass inspection of all practice standards in the following categories:

- General environment and safety
- Operating room environment
- Policies and procedures
- Recovery room environment
- Blood and medications
- Medical records
- Quality assessment
- Personnel and staff; and
- Anesthesia

For more information, call toll free at 1-888-545-5222 Monday through Friday or visit AAAASF.org or [Facebook](#), [LinkedIn](#) and [Twitter](#).



MEET THE AAAASF SURVEYORS

AAAASF surveyors are peers to the professionals in the facilities they survey. They are trained medical professionals dedicated to the peer-based accreditation process that has given our program national and international recognition as the gold standard in accreditation. Through periodic AAAASF training, they maintain certification and provide information critical to performing high quality surveys.

AAAASF surveyors conduct thorough, consistent surveys by evaluating each facility as a whole through observation, staff and patient interviews and assessment of each standard to determine compliance or non-compliance. AAAASF surveyors must:

1. Participate in a survey team whose size and composition is appropriate for the facility
2. Conduct a thorough and unbiased facility survey as instructed in the documents contained in the surveyor handbook
3. Complete the survey in accordance with the AAAASF survey schedule and checklist
4. Follow appropriate time guidelines
5. Complete all forms and documentation required as provided in the surveyor handbook
6. Return all forms and documentation to the AAAASF central office in the time designated
7. Complete a Statement of Deficiency form for each deficiency
8. Review the facility plan of correction and the supporting documentation to verify all deficiencies have been corrected

Quality improvement methods and periodic assessment is key to maintaining the integrity of the accreditation programs. Surveyors are an integral part of the AAAASF accreditation process. AAAASF consistently evaluates its surveyors through an ongoing quality assurance process that incorporates facility feedback, objective performance metrics and random validation surveys. Surveyors must remain in good standing with AAAASF to continue performing surveys.



AAAASF SURVEYORS SHINE

“Our surveyor was very helpful with her suggestions in making our clinic better. She was very professional and informational in letting providers and staff know standards to better serve our rural health patients.”

Keith Landry, M.D.
Putnam County Hospital

“We learned a lot from our surveyor regarding documentation and policy implementation. He shared his knowledge concerning potential scenarios so that we could improve policies in our facility.”

Christine Hamori, M.D.
Christine Hamori Cosmetic Surgery and Skin Spa

“The experience of preparing for the survey and the survey process itself has been very beneficial to me, my staff and of course the full effect for my patients in terms of patient safety.”

Richard Hamilton, M.D. & Medical Director
Hamilton House Day Surgery, Australia

“Our surveyor was very focused in his review, making sure to go over every aspect of AAAASF standards. His love of medicine and the well being of patients really showed. He gave us meaningful ideas to make our process more streamlined in the future.”

Robert Mirabile, M.D.
Best Impression Surgical Center



MEET THE AAAASF ACCREDITATION TEAM

For 35 years, the American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) has been providing outstanding customer service to those seeking accreditation. AAAASF offers a hands-on and step-by-step approach to guiding customers through the accreditation process. Immediately upon inquiry, those seeking accreditation in some programs are assigned a personal customer service specialist, based on facility location. That specialist will remain the primary point of contact throughout the accreditation process.

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MATERIALS NEEDED TO ACHIEVE REGULAR OR MEDICARE AMBULATORY SURGERY CENTER OR INTERNATIONAL ACCREDITATION

Below is a list of documentation needed in order to process the AAAASF application for Regular Surgical, OMS, Procedural and Medicare Surgical. Requirements are the same for international facilities but may be subject to certain national regulations depending on the location.

All documentation will be reviewed within 10 business days of receipt. A facility representative will be contacted if additional documentation is needed.

- AAAASF application form with payment
- A floor plan of the facility (does not need to be to scale and must clearly identify each room purpose and dimensions)
- Facility identification form signed by medical director
- Current staff identification form
- Facility Director's Attestation signed by medical director (download at AAAASF.org)
- Copy of each physician/surgeon state medical license
- Copy of each physician/surgeon board certificate or letter of admissibility by the certifying board
- For Medicare participants only: Copy of a letter stating that Medicare 855B was approved
- A current copy of the delineation of hospital privileges for each physician/surgeon (must state the department of surgical specialty and list the procedures that may be performed at the hospital)
- Authorization to Release form completed and signed by each physician/surgeon (download at AAAASF.org)
- HIPAA Business Agreement signed by medical director (download at AAAASF.org)
- 6 Random Case Reviews if your facility has already started performing procedures under anesthesia



MATERIALS NEEDED TO ACHIEVE REHABILITATION, PHYSICAL THERAPY, OCCUPATIONAL THERAPY OR SPEECH LANGUAGE PATHOLOGY ACCREDITATION

Below is a list of documentation needed in order to process a Rehabilitation, Physical Therapy, Occupational Therapy or Speech Language Pathology AAAASF Medicare application. All documentation will be reviewed within 10 business days of receipt. A facility representative will be contacted if additional documentation is needed.

- AAAASF Medicare application form with payment
- Floor plan of the each site (primary and all extensions)
- Copy of professional state license for each practitioner on staff
- Authorization to Release form signed by each practitioner on staff
- HIPAA Business Associate Agreement (download at AAAASF.org)
- Facility Identification Form
- Staff Identification Form
- Clinic Administrator's Attestation Form (download at AAAASF.org)
- AAAASF Medicare RA/OPT Accreditation Agreement
- Copy of a letter stating that Medicare 855B was approved
- Clinic administrator's professional license or resume



MATERIALS NEEDED TO ACHIEVE RURAL HEALTH CLINIC ACCREDITATION

Below is a list of documentation needed in order to process the AAAASF Medicare application for rural health clinics. All documentation will be reviewed within 10 business days of receipt. A facility representative will be contacted if additional documentation is needed.

- AAAASF Medicare application form with payment
- Floor plan of clinic
- Copy of professional licenses for each physician and midlevel practitioners
- HIPAA Business Agreement (download at AAAASF.org)
- Facility Identification Form
- Staff Identification Form
- Clinic Director Attestation (download at AAAASF.org)
- Authorization to Release Form for each physician, P.A. and practitioner (download at AAAASF.org)
- Copy of a letter stating that Medicare 855B was approved
- 30 Day Schedule for each provider
- Validation of current Health Professional Shortage Area Designation (HPSA) or Medically Underserved Area (MUA) letter or web posting
- Validation of non-urbanized area by the U.S. Census Bureau or Governor's Designation Letter
- Clinic State License Certificate (if in a state that requires licensure)
- AAAASF Medicare RHC Accreditation Agreement



TOP 5 KEYS TO SUCCESSFUL ACCREDITATION

1. Choose the right accreditation organization. AAAASF is unique among accrediting agencies in protecting patients in an office-based surgery (OBS) setting. AAAASF:
 - Requires surgeons to be board certified and have hospital privileges for any procedure that is performed.
 - Requires the use of anesthesia professionals for deeper levels of anesthesia.
 - Requires safe surgical environment, equipment, drugs, etc. through specific standards.
 - Holds office-based surgery settings to hospital standards.
 - Requires peer review (peer oversight) and tracks data (complications, mortalities, etc. with extensive data covering more than 12 million procedures).
2. Utilize the organization's resources. AAAASF provides facilities with a Standards and Checklist booklet and necessary forms to complete a successful application. AAAASF also supplies self survey and resurvey materials. Complete the proper forms and submit proper payment to comply with accreditation standards.
3. Think like a patient. Patient safety was paramount in the mindset of the AAAASF founding members and continues to be the beacon of light that guides the organization today. It is possible a surveyor will interview patients.
4. Maintain accurate and up-to-date medical records. AAAASF accreditation requires current information regarding physician licenses and privileges.
5. Actively participate in the onsite survey. Prepare for onsite surveys with operational discipline, attention to detail and focus on the patient. Welcome a surveyor and answer questions in a friendly and professional manner. AAAASF facility surveyors are board certified medical specialists trained to perform a thorough and complete facility survey.



FREQUENTLY ASKED QUESTIONS

Question: What is accreditation?

Answer: An accredited facility must comply with the most stringent set of applicable standards. It must meet our strict requirements for facility director, medical specialist certification, staff credentials and pass a thorough survey by a qualified AAAASF facility surveyor. An accredited facility will be fully equipped to perform procedures in the medical specialty or specialties listed on its accreditation application and be equipped to respond to emergencies.

Question: How do we achieve accreditation?

Answer: To achieve AAAASF accreditation, a facility must comply with 100% of the standards in all categories of AAAASF standards. Upon approval, an accredited facility must prominently display in public its accreditation certificate.

Question: How do we maintain accreditation?

Answer: An accredited facility must be re-evaluated through a self survey, an onsite survey every three years and comply with all AAAASF accreditation standards.

Question: How long does it take to become accredited after we apply?

Answer: Once your paperwork is complete and your floor plan has been approved, the AAAASF staff can usually secure a surveyor to evaluate your facility within 30 days. For Medicare Surgical accreditation, an additional Life Safety Code inspection must be performed prior to the AAAASF Medicare inspection and AAAASF cannot guarantee a survey within 30 days. AAAASF does offer an expedited survey fee. Once completed, all new facilities are sent to an accreditation committee for approval. After approval has been granted, accreditation will be activated and the facility will be notified. Statistically, most facilities fully achieve accreditation 90 to 150 days after submitting an application.

Question: How much does it cost to apply for accreditation?

Answer: Prices vary, based on facility size and number of specialists. A complete feeschedule may be found at www.aaaasf.org/fees.

Question: If I have other questions not listed here, how can I get the answer?

Answer: Qualified AAAASF personnel are available to answer your questions from 8 a.m. to 4:30 p.m. CST toll free at 1-888-545-5222 Monday through Friday.