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## AAAASF Fee Schedule

Please refer to charts below for your program.

### Application

Payment is to be submitted with the completed application. If payment is not included with the application, the application will not be processed. Any application received with missing information or without payment, will be returned to the facility for resubmission.

### Self-Survey and Re-Survey

Accredited facilities are invoiced 6 months prior to the accreditation expiration date. Invoice terms are 30 days. Late fees will be applied to overdue invoices; other penalties will follow and may result in the termination of accreditation. Survey fees are added to the annual fee on the invoice every third year when the facility is due for re-survey.

Any additional surveys required in the interim period between routine onsite surveys are invoice separately and must be paid prior to AAAASF conducting the survey. Such instances may include surveys following major renovations, changes in ownership, changes in facility class, the addition of services necessitating new major equipment, or other circumstances.

### Expedited Survey Policy (Not Applicable to Facilities in Medicare Programs)

The American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) requires a minimum of thirty (30) days from receipt of a completed packet of survey materials to schedule a survey. To be considered complete, the packet must include all associated fees, forms signed by the facility director and all staff physicians where appropriate, staff credentials and a schedule of availability. Upon submission of the completed packet, AAAASF staff will select a survey date at least thirty days from the completion date.

Any facility may request an expedited survey to be conducted within thirty (30) days from the submission of the completed survey materials. Expedited surveys are subject to a \$500 administrative fee and any additional costs incurred by AAAASF including surveyor fees. All related travel expenses and lodging costs.

### Removing / Adding Physicians or FTEs

Facilities may remove or add physicians or clinical personnel per the program by completing the appropriate form. These forms are processed by the Accreditation Department. Changes to staff should be reported to the Accreditation Department within 30 days of the change. Staff updates may affect the annual fee of your facility. The Accounting Department will adjust the annual fee and may issue an invoice or a credit per the update. Invoice terms are thirty (30) days. Late fees will be applied to overdue invoices; other penalties will follow and may result in the termination of accreditation.

### Cancellation of Survey

Facilities may cancel a scheduled survey by written notice up to thirty –one (31) days prior to the survey date and incur no additional charges.

- A. Any facility that cancels a scheduled survey within thirty (30) days of the survey date will incur cancellation charges. The cancellation charges consist of:
  1. \$500 administrative fee
  2. Any additional costs associated with the cancellation including, but not limited to, travel and lodging, and all other related expenses

- B. If a facility cancels a survey after the surveyor has travelled to the survey location, the cancellation fee will include:
1. \$500 administrative fee
  2. The survey fee (in addition to the original survey fee paid to AAAASF)
  3. Any additional cost already arranged for extraordinary costs such as expedited service or other special fees

If a facility cancels a Life and Safety survey, the facility will be responsible for all costs incurred.

Changing or rescheduling a survey date is considered to be a cancellation of the existing survey. The facility will be responsible for all existing survey costs, consistent with the cancellation policy. The new survey date will be subject to any fees that apply to the scheduling of surveys, including but not limited to expedited survey fees.

Any cancellations that occur within 1 week of the scheduled survey should result in the surveyor being reimbursed the honorarium (and any costs incurred such as tickets) and the facility should be charged.

If the cancellation is over a week the surveyor should have adequate time to rearrange their OR schedule and AAAASF will not reimburse the surveyor or pay an honorarium.

AAAASF reserves the right to terminate a survey due to a lack of cooperation from the facility or facility staff. Termination of a survey follows the above procedures identified in this policy.

#### **Acceptable Forms of Payment**

Checks should be made payable to AAAASF and sent to 7500 Grand Avenue, Suite 200, Gurnee, IL 60031.

AAAASF accepts Visa, Master Card and American Express payments over the phone for your convenience. Call our Accounting Department to make your credit card payment at 888-545-5222 ext. 913.

#### **Fee & Refund Policy**

The first-year accreditation annual fee plus initial survey fee is due with each accreditation application. Additional fees will apply if special survey requests are made or for those facilities located outside the continental USA. After an application has been submitted and processed, AAAASF will refund 50% of the annual fee and 100% of the survey fee if the facility has not been surveyed. If the facility was surveyed, only 50% of the annual fee will be refunded. If the accreditation process is not completed within one year of the received date, a new application and appropriate fee is required. No refunds will be issued if the application expires. Upon receiving accreditation and once an anniversary date is established, the facility will be invoiced 6 months prior to the anniversary date. Fees must be paid by the due date on the invoice for the accreditation process to begin. Otherwise, late fees will be applied and other penalties will follow.

**ANNUAL FEES FOR ACCREDITATION  
Regular, Procedural or Oral & Maxillofacial**

Number of physicians in staff	Total number of specialties	Class A	Classes B, C-M, C
1-2	Up to 2	\$790	\$1160
3-5	Up to 2	\$1100	\$1610
3-5	3 or more	\$1380	\$1890
6-9	Up to 2	\$3490	\$4210
6-9	3 or more	\$3760	\$4480
10 plus	Up to 2	\$4910	\$6200
10 plus	3 or more	\$5180	\$7050

Annual fee is based on the total number of physicians, total number of specialties of the physicians and facility class.

Annual fee and survey fees are subject to change.

**Survey Fees for Accreditation**

**Regular, Procedural, or Oral & Maxillofacial Surgery**

\$2,100 Full Survey fee for any size facility or any class.

\$775 Startup survey fee. A one-time additional fee for new facilities located in applicable states, where cases have not yet been conducted under the applied for anesthesia class.

This is required if the facility is in a state that mandates accreditation and is not able to do cases until accredited.

Facilities located in California, New York, Florida, Indiana, Nevada, Ohio, Texas and Washington may be subject to this fee. This list is not intended to be exhaustive and the Startup Survey Fee may apply in other states as regulations evolve.

Facilities may request in writing an expedite survey for an additional \$500. All credentials must be submitted and processed prior to survey. Talk with your accreditation specialist for details.

**ANNUAL FEES FOR MEDICARE ACCREDITATION  
Ambulatory Surgery Centers**

Number of physicians in staff	Total number of specialties	Facility Class A, B, C-M, C	Facility Size
1-2	Up to 2	\$1800	Small
3-5	Up to 2	\$2250	Small
3-5	3 or more	\$2530	Small
6-9	Up to 2	\$4830	Medium
6-9	3 or more	\$5100	Medium
10 plus	Up to 2	\$6810	Large
10 plus	3 or more	\$7670	Large

Annual fee based on the total number of physicians, total number of specialties of the physicians and facility class.

Facilities may not request an expedited survey. Surveys are unannounced.

Annual fee and survey fees are subject to change.

**Survey Fees for Medicare ASC Accreditation**

\$3,300 Full Survey Fee for small size facilities

\$4,300 Full Survey Fee for medium size facilities

\$4,800 Full Survey Fee for large size facilities

and

\$2,850 Life and Safety Code Survey Fee is required for all ASC facilities.

\$775 Startup survey fee. A one-time additional fee for new facilities located in applicable states, where cases have not yet been conducted under the applied for anesthesia class.

This is required if the facility is in a state that mandates accreditation and is not able to do cases until accredited.

Facilities located in California, New York, Florida, Indiana, Nevada, Ohio, Texas and Washington may be subject to this fee. This list is not intended to be exhaustive and the Startup Survey Fee may apply in other states as regulations evolve.

State ASC licensing laws may also impact the applicability of this fee.

The Life Safety Code fee is also applicable every third year when *the facility is due for re-survey*.

**ANNUAL FEES FOR MEDICARE ACCREDITATION  
Outpatient Physical Therapy**

<b>Number of FTE</b>	<b>Annual Fee</b>
<b>Up to 5.0</b>	<b>\$1020</b>
<b>5.1 to 10.0</b>	<b>\$2040</b>
<b>10.1 and over</b>	<b>\$3060</b>

FTE = Full Time Employees providing care. Practitioners working 40 hours per week or more, or any combination of part-time practitioners equivalent to 40 hours per week are counted as one FTE. Any fraction of FTE will count toward establishing a proper fee.

Facilities may not request an expedited survey. Surveys are unannounced.

Annual fee and survey fees are subject to change.

**Survey Fee for OPT Accreditation**

\$1,400 Full Survey Fee per surveyor day

The primary site and all extensions sites must be surveyed.

10% Discount for NARA members on annual fee; must show proof of membership upon submission of payment.

**ANNUAL FEES FOR MEDICARE ACCREDITATION  
Rural Health Clinics**

<b>Number of FTE</b>	<b>Annual Fee</b>
<b>Up to 2.0</b>	<b>\$1690</b>
<b>2.1 to 4.0</b>	<b>\$2140</b>
<b>4.1 and over</b>	<b>\$4080</b>

FTE = Full Time Employees providing care. Practitioners working 40 hours per week or more, or any combination of part-time practitioners equivalent to 40 hours per week are counted as one FTE. Any fraction of FTE will count toward establishing a proper fee.

Facilities may not request an expedited survey. Surveys are unannounced.

Annual fee and survey fees are subject to change.

**Survey Fee for RHC Certification**

\$1,400 Full Survey Fee per surveyor day

10% Discount for NARHC members on annual fee; must show proof of membership upon submission of payment.

<b>ANNUAL FEES FOR INTERNATIONAL ACCREDITATION ALL PROGRAMS</b>	
<b>Number of Dentist / Physicians / Diagnostic Personnel</b>	<b>Annual Fee and Survey fee combined for new applicants</b>
<b>Small, 1 to 3</b>	<b>\$3445</b>
<b>Medium, 4 to 9</b>	<b>\$6000</b>
<b>Large, 10 to 20</b>	<b>\$9000</b>
<b>Over 20</b>	<b>Negotiated Fees</b>
Annual fee based on the total number of dentists, physicians, or diagnostic personnel and total number of specialties of the dentists, physicians or diagnostic personnel.	
Facilities may not request an expedited survey.	
Annual fee and survey fees are subject to change.	

**Annual Fees for International programs once accredited**

Small Facility	\$1545
Medium Facility	\$4100
Large Facility	\$7100

The on-site survey fee is \$1900 due at application and every three years thereafter.

Check payments are not accepted for international facilities.

Only wire transfer and credit card payments are accepted for international facilities.