Mission Statement

The mission of the Department of Health and Human Services (HHS) is to protect the health of all Americans and provide essential human services, especially for those who are least able to help themselves.

1.1 Background

The Centers for Medicare & Medicaid Services (CMS) Survey & Certification Group (SCG) developed the Ambulatory Surgical Centers Basic Surveyor Training Course to help surveyors gain proficiency in surveying Ambulatory Surgical Centers (ASC) for compliance with CMS regulations and requirements.

1.2 Course Goal

The Ambulatory Surgical Centers Basic Surveyor Training Course is designed to provide surveyors and reviewers with the basic knowledge and skills needed to conduct or review surveys of ASCs in accordance with Medicare regulations and policy.

1.3 Course Description

This course prepares you to function as an independent ASC surveyor. It provides training on the ASC survey process and the Conditions for Coverage (CfC) found in the electronic Code of Federal Regulations (e-CFR) at Title 42, Public Health, and the State Operations Manual (SOM), Appendix L – Guidance for Surveyors: Ambulatory Surgical Centers.

The online course is the first part of the learning process for new surveyors and reviewers to gain proficiency.

1.4 Audience

All State Survey Agency (SA) and Regional Office (RO) ASC surveyors and reviewers who currently conduct or review ASC surveys must complete this course.

The field survey experience is the second part of the learning process for new surveyors to gain proficiency. After reviewing the Ambulatory Surgical Centers Basic Surveyor Training Course and successfully passing the Post-Test, new surveyors should accompany an experienced preceptor to observe and participate in surveys before surveying independently.

CMS highly recommends all ASC surveyors review the course content on a periodic basis or as directed by their SA to refresh their knowledge of ASC regulations and survey procedures.
1.5 Course Objectives

The objectives for this course are to:

- Identify the definition of an ASC in the context of CMS regulations.
- Identify the initial tasks in the ASC survey process, including the tools used to conduct a survey and the roles of survey team members.
- Identify ASC regulations and the survey procedures to assess compliance with those regulations.
- Identify the final tasks in the ASC survey process, from conducting the final on-site surveyor meeting to preparing post-survey documentation.

1.6 Module and Lesson Outline

The Ambulatory Surgical Centers Basic Surveyor Training Course has four learning modules. Module 1 presents a general overview and defining elements of an ASC. Module 2 describes the beginning steps of the ASC survey process. Module 3 discusses the ASC regulatory requirements and the survey procedures to assess compliance with those requirements. Module 4 discusses the final steps in the ASC survey process. The following outlines the modules and lessons in this course:

Module 1: Overview of Ambulatory Surgical Centers
- Lesson 1—What Is an Ambulatory Surgical Center?
- Lesson 2—Three Key Elements of the Ambulatory Surgical Center Definition

Module 2: Beginning the Ambulatory Surgical Center Survey Process
- Lesson 1—Off-Site Preparation
- Lesson 2—Entrance Activities
- Lesson 3—Information Gathering and Investigation
- Lesson 4—Case Tracer Methodology

Module 3: Ambulatory Surgical Center Conditions for Coverage
- Lesson 1—State Licensure Law
- Lesson 2—Governing Body and Management
- Lesson 3—Surgical Services and Patient Admission
- Lesson 4—Quality Assessment and Performance Improvement
- Lesson 5—Environment
- Lesson 6—Nursing Services
- Lesson 7—Medical Records
- Lesson 8—Pharmaceutical Services
- Lesson 9—Laboratory and Radiologic Services
- Lesson 10—Patient Rights
- Lesson 11—Patient Assessment and Discharge
- Lesson 12—Infection Control Requirements
- Lesson 13—Medical Device Reprocessing
- Lesson 14—Environmental Infection Control
- Lesson 15—Emergency Preparedness Program

Module 4: Completing the Ambulatory Surgical Center Survey Process
- Lesson 1—Preliminary Decision-Making and Analysis of Findings
- Lesson 2—The Exit Conference
Lesson 3—Post-Survey Activities

1.7 Course Design

To successfully complete the Ambulatory Surgical Centers Basic Surveyor Training Course, you must complete each of the following components:

- Pre-Test
- Learning Modules with lessons, topics, knowledge check questions, resources, and a glossary
- Post-Test*
- Course Evaluation

*You must pass the Post-Test with a minimum score of 80 percent. You have three attempts to pass the Post-Test.

1.8 Online Course Progression

From the Integrated Surveyor Training Website (ISTW), you will select Ambulatory Surgical Centers Basic Surveyor Training Course from My Courses, and then select Launch the Course to begin. After taking the Pre-Test, you will then select the appropriate module from the course menu. Each module appears as a separate menu item within the course.

You must complete the modules in the order they appear. After selecting a module, you will progress through each lesson within the module as designated on the Module Menu frame.

Upon completion of each module, you may exit and select the next module from the ISTW.

1.9 Pre-Test

The first task in the online course is the Pre-Test. The purpose of the Pre-Test is to measure baseline knowledge.

- Do not study for the Pre-Test.
- There is no minimum passing score on the Pre-Test. We expect that Pre-Test scores will be low.
- We will compare Pre-Test and Post-Test scores to help gauge the effectiveness of the course.

1.10 Post-Test

After completing all learning modules, you will take the Post-Test.

- The Post-Test is an open-book exam.
- If you exit the Post-Test before completion, it will count as an attempt. We recommend you open any online resources you may wish to consult during the exam in a separate browser window on your computer before beginning the Post-Test.
- You have three attempts to pass the Post-Test.
- If you do not pass the Post-Test with a minimum score of 80 percent on the first try, you may choose from the following options:
Take a break.
Review the lessons, knowledge check questions, and resource materials again.
Engage in additional self-study as needed.
Talk with your Training Coordinator or supervisor to arrange time to review the material.
Retake the exam when you are ready, up to two additional times during the month enrolled.
If you do not successfully pass the Post-Test within three attempts, you may enroll again and repeat the entire course.

For technical support, please contact the CMS Training Support Help Desk.

### 1.11 Estimated Contact Time (To Complete the Online Course)

Estimated contact time (often referred to as “seat time”) refers to the amount of time the average learner would require to view all of the course content and participate in the online activities. We estimate a seat time of approximately 50 hours for this online course.

### 1.12 Learner Participation

In addition to reviewing the self-paced course content displayed on the ISTW, you will demonstrate participation by responding to knowledge check questions and accessing additional information through hyperlinks.

### 1.13 Knowledge Checks

The knowledge check questions are a type of interaction presented throughout each lesson. They help you assess whether you have met the learning objectives for that lesson. After completing a knowledge check question, you will receive immediate feedback regarding the accuracy of your response.

For correct responses, you are told that the response is correct and given the reason why. For incorrect responses, you are told that the response is incorrect and given the correct response with a reason why.

### 1.14 Keeping Track of Course Completion: The Bookmarking Tool

You may exit a module at any time. However, the system will not save your place within the course. When returning to the module, you should resume where you left off. For this reason, ISTW provides a printable Bookmarking Tool for you to track your progress through the course.

### 1.15 Media and the Course

This course uses a number of media resources including web pages and PDF documents. The minimum computer requirements section of this syllabus (section 1.16) identifies Adobe Acrobat as required software for this course. Having this program is the first step to accessing the media in this course.
**1.16 Recommended Minimum Configuration Requirements**

The following computer configuration is required for access to the online classroom via the ISTW learning environment. If your computer does not have the proper hardware, the course may run slowly or may not run at all. Prior to running the course on your computer, compare your current system configuration with the system requirements below:

**Hardware Minimum Requirements:**

- 1.2 GHz CPU or greater with minimum of 2 GB RAM
- Network adapter: Wired for network connectivity; wireless network cards must support WPA-2 level encryption
- DSL or cable broadband Internet (Dial-up Internet not compatible)
- 3G and 4G connections are not recommended when taking tests
- CD/DVD drive and speakers may be required; refer to course requirements

**Operating Systems Requirements:**

- Windows 7 (32-bit or 64-bit)
- MAC OSX 10.7 (or later)
- Android 4.2.2 (or later)

**Browser Requirements:**

The following tables highlight the tested platform and browser configurations using the following support terms:

- **Supported**: Supported by the vendor and ISTW.
- **Unsupported**: Unsupported by the vendor or not supported by ISTW.

### Microsoft Windows Operating Systems

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<thead>
<tr>
<th></th>
<th>Internet Explorer 11</th>
<th>Google Chrome (34 or later)</th>
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<tbody>
<tr>
<td><strong>Windows 7</strong></td>
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### Apple Mac Operating Systems

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<th>Safari 7.0.3</th>
<th>Safari 8</th>
<th>Google Chrome (34 or later)</th>
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<tbody>
<tr>
<td><strong>Mac OSX 10.7</strong></td>
<td>Unsupported by Apple</td>
<td>Unsupported by Apple</td>
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**Plug-ins:**

Acrobat Reader is required for PDF files.

**Computer Monitor Screen Resolution:**

This course is best viewed with a screen resolution of 1024x576. For help changing your monitor's resolution, contact the CMS Training Support Help Desk.

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