

# CASC Examination: Content Outline

The CASC Examination Content Outline includes a description of the topics that will be covered on the examination, the number of questions for each major area, and the type of questions that may be asked in each area. All questions on the examination will be multiple-choice, with four potential answers, only one of which is correct. The chart shows how many of each type of question will be

asked in each topic area. A “✓” in the box corresponding to a topic indicates that questions of that type may appear on the examination for that topic. For example, item II.A.1 “Implement corporate compliance program” will not have any analysis questions but may have questions regarding recall and application. Item II.A.2 “Oversee compliance audits” could have questions of any level. ♦

	Items			
	Cognitive Level			Total
	Recall	Application	Analysis	
<b>I. DELIVERY OF PATIENT CARE</b>	<b>8</b>	<b>24</b>	<b>8</b>	<b>40</b>
A. Ensure communication with patients regarding:				
1. patient rights and responsibilities	✓	✓		
2. pain management process	✓	✓	✓	
3. medical diagnosis, treatment and follow-up care	✓	✓		
4. informed consent (including advanced directives and living wills)	✓	✓		
B. Ensure maintenance of medical records (e.g., data security, legibility, completeness)	✓	✓		
C. Oversee implementation of infection control procedures	✓	✓	✓	
D. Analyze impact of staffing patterns on ASC operations	✓	✓	✓	
E. Understand medical terminology	✓			
F. Comply with ethical standards	✓	✓		
<b>II. QUALITY MANAGEMENT</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>40</b>
A. Risk management and safety	4	12	4	20
1. Implement corporate compliance program	✓	✓		
2. Oversee compliance audits	✓	✓	✓	
3. Assess impact of technology on operations	✓	✓	✓	
4. Maintain insurance coverage	✓			
5. Respond to variances/sentinel events/ incident reporting system	✓	✓	✓	
6. Monitor physical environment				
a. maintain building and medical equipment	✓	✓		
b. comply with Life Safety Code	✓	✓		

	Items			
	Cognitive Level			Total
	Recall	Application	Analysis	
c. comply with medical waste contracts, rules and regulations		✓	✓	
d. comply with local, state and federal safety laws (e.g., OSHA)		✓	✓	
B. Develop quality management and improvement programs including:	4	4	12	20
1. Oversee outcomes monitoring	✓	✓	✓	
2. Oversee benchmarking (e.g., FASA’s outcomes monitoring project)	✓	✓	✓	
3. Assess satisfaction of physicians and patients	✓	✓		
4. Assess medical staff performance through medical record reviews	✓	✓	✓	
5. Implement continuous quality improvement procedures	✓	✓		
<b>III. HUMAN RESOURCES</b>	<b>8</b>	<b>20</b>	<b>12</b>	<b>40</b>
A. Selection	2	6	2	10
1. Establish recruitment plan	✓	✓		
2. Apply local, state and federal laws to selection process	✓	✓		
3. Evaluate staffing requirements	✓	✓	✓	
B. Administration	4	12	4	20
1. Administer compensation and benefits	✓	✓		
2. Monitor employee retention	✓	✓		
3. Comply with local, state and federal employment laws	✓	✓		
4. Assess employee development needs	✓	✓	✓	
5. Develop training programs for employee development	✓	✓		

	Items			
	Cognitive Level			Total
	Recall	Application	Analysis	
6.Hire employees	✓	✓		
7.Terminate employees	✓	✓	✓	
8.Develop policies and procedures	✓	✓	✓	
9.Oversee implementation of employee policy manual or handbook (e.g., discipline, termination)	✓	✓		
C. Performance measurement	2	2	6	10
1.Conduct performance appraisals	✓	✓		
2.Oversee performance appraisals	✓	✓		
3.Oversee the development of performance goals and objectives	✓	✓	✓	
4.Assess employee satisfaction	✓	✓	✓	
<b>IV. FINANCIAL</b>	<b>8</b>	<b>12</b>	<b>20</b>	<b>40</b>
A. Accounting	2	6	2	10
1.Analyze financial documents including income statement, balance sheet, cash flow statement, owners equity statement	✓	✓	✓	
2.Interpret audit findings	✓	✓		
3.Prepare operating and/or capital budget	✓	✓		
4.Perform cost/benefit analysis	✓	✓	✓	
5.Oversee the management of				
a. accounts payable	✓	✓		
b.accounts receivable and collections	✓	✓		
c. payroll processes	✓	✓		
6.Comply with local, state and federal tax codes including sales and use tax, tax abatements, real property taxes, personal property taxes, FICA	✓	✓	✓	
B. Reimbursement policies	2	2	6	10
1.Communicate reimbursement policies for private and public payers to physicians, patients and staff	✓	✓		
2.Oversee billing and coding processes (e.g., Medicare, Medicaid, third party, self pay)	✓	✓		
3.Negotiate third-party contracts (e.g., network service, out-of-network service, carve-outs)	✓	✓	✓	
4.Analyze impact of proposed contract changes on profit and loss	✓	✓	✓	
C. Materials management	2	2	6	10
1.Oversee acquisition of medical supplies, drugs and equipment	✓	✓		
2.Monitor case cost	✓	✓	✓	
3.Develop acceptable inventory control process	✓	✓		
4.Negotiate contracts with suppliers	✓	✓	✓	
D. Business growth and development	2	2	6	10

	Items			
	Cognitive Level			Total
	Recall	Application	Analysis	
1.Develop business plans	✓	✓	✓	
2.Recruit physicians	✓	✓		
3.Establish relationships with insurers and other payers	✓	✓		
4.Promote community awareness	✓	✓		
5.Manage public relations issues	✓	✓	✓	
6.Assess program expansion potential (i.e., new services)	✓	✓	✓	
<b>V. REGULATORY AND LEGAL ISSUES</b>	<b>11</b>	<b>19</b>	<b>10</b>	<b>40</b>
A. Governance	2	8	2	12
1.Assess impact of ownership arrangements including limited liability corporations, partnerships, joint ventures, resyndication	✓	✓	✓	
2.Oversee development of governing body and medical staff bylaws, rules and regulations	✓	✓		
3.Assist governing body and medical staff in executing their duties	✓	✓		
4.Enforce chain of command	✓	✓		
5.Ensure compliance with policies and procedures	✓	✓		
6.Communicate strategic goals and objectives to organization	✓			
7.Determine investor criteria (e.g., safe harbor, Stark)	✓	✓	✓	
8.Property management	✓	✓		
B. Licensure, accreditation and certification	3	3	6	12
1.Comply with provisions of state and federal requirements (for example licensing and CON)	✓	✓		
2.Evaluate accreditation options	✓	✓	✓	
3.Evaluate the need for Medicare compliance, including				
a. Medicare certification	✓	✓		
b.Medicare conditions of coverage (e.g., hospital transfer agreements, pharmaceutical services)	✓	✓	✓	
C. Credentialing & privileging	5	7	0	12
1.Credential physicians and allied health practitioners (e.g., peer review, reappointment, verification of credentials, scope of practice)	✓	✓		
2.Privilege physicians and allied health practitioners (e.g., peer review, reappointment, scope of practice)	✓	✓		
3.Enforce privileging decisions	✓	✓		
D. Contracting	1	1	2	4
<b>TOTALS</b>	<b>43</b>	<b>91</b>	<b>66</b>	<b>200</b>