

CASC Detailed Content Outline

An "X" denotes the examination does NOT contain items for the given task at the cognitive level indicated in the respective column (Recall, Application, Analysis)

	ITEMS			
	Cognitive Level			Total
	Recall	Application	Analysis	
I. DELIVERY OF PATIENT CARE	24	9	9	42
A. Ensure Communication with Patients Regarding:				
1. patient rights and responsibilities, including but not limited to		X	X	
• grievances				
• advanced directives				
• informed consent				
• living wills				
2. pain management process		X	X	
3. medical diagnosis, treatment and follow-up care			X	
B. Ensure Maintenance and Security of Medical Records (e.g., HIPAA, data security, legibility, completeness)		X	X	
C. Establish and Monitor an Ongoing Infection Control Program Based on CMS Requirements		X	X	
D. Analyze Impact of Staffing Patterns on ASC Operations				
E. Understand Medical Terminology		X	X	
F. Comply with Ethical Standards				
II. QUALITY MANAGEMENT	8	18	14	40
A. Risk Management and Safety	4	9	7	20
1. Implement corporate compliance program			X	
2. Oversee compliance audits			X	
3. Assess impact of technology on operations				
4. Maintain insurance coverage			X	
5. Respond to variances/sentinel events/incident reporting system				
6. Monitor physical environment				
a. maintain building and medical equipment			X	
b. comply with life safety code (e.g., NFPA codes, AIA guidelines)			X	
c. comply with medical waste contracts, rules, and regulations			X	
d. comply with local, state, and federal safety laws (e.g., OSHA)			X	
e. conduct emergency drills			X	
7. Develop a disaster preparedness plan			X	
B. Quality Assessment and Performance Improvement Programs	4	9	7	20
1. Oversee outcomes monitoring			X	
2. Oversee benchmarking (e.g., ASC Association's outcomes monitoring project)			X	
3. Assess satisfaction of physicians and patients			X	
4. Oversee medical record reviews			X	
5. Maintain a continuous quality improvement program				
6. Implement ongoing quality improvement studies				
7. Oversee peer review program				

	ITEMS			
	Cognitive Level			Total
	Recall	Application	Analysis	
III. HUMAN RESOURCES	7	14	9	30
A. Selection	2	3	2	7
1. Oversee recruitment and hiring processes			X	
2. Apply federal labors laws to selection process			X	
3. Determine staffing requirements				
B. Administration	3	9	3	15
1. Oversee facility salary, wage, and benefit plans				
2. Monitor employee retention			X	
3. Comply with federal employment laws			X	
4. Assess employee development needs			X	
5. Develop training programs for employee development			X	
6. Hire employees			X	
7. Administer performance and talent management				
8. Discharge employees			X	
9. Oversee implementation of employee policy manual or handbook (e.g., code of conduct, vacation, sick, FMLA)			X	
C. Performance Measurement	2	2	4	8
1. Oversee the development of goals, objectives, and performance appraisal process				
2. Conduct performance appraisals				
3. Oversee the development and implementation of an employee satisfaction program			X	
IV. FINANCIAL	9	15	19	43
A. Accounting	3	5	4	12
1. Analyze financial documents including:				
• income sheet				
• cash flow statement				
• balance sheet				
• owner's equity statement				
2. Interpret audit findings				
3. Prepare operating and/or capital budget				
4. Perform financial analyses including cost/benefit, variance, etc.				
5. Oversee the management of:				
a. accounts payable			X	
b. accounts receivable and collections			X	
c. payroll processes			X	
6. Comply with federal tax codes			X	
B. Reimbursement Policies	2	4	4	10
1. Communicate financial policies for private and public payers to physicians, patients, and staff			X	
2. Establish billing and coding policies (e.g., Medicare, Medicaid, third party, self pay)			X	
3. Perform audits to ensure compliances			X	
4. Negotiate third-party contracts				
5. Analyze impact of proposed contract changes on profit and loss				

	ITEMS			
	Cognitive Level			Total
	Recall	Application	Analysis	
C. Materials Management	2	4	4	10
1. Oversee acquisition of medical supplies, drugs, and equipment			X	
2. Monitor case costing			X	
3. Develop inventory control process including variance analysis				
4. Negotiate contracts with suppliers			X	
D. Business Growth and Development	2	2	7	11
1. Develop short- and long-term strategic business plans				
2. Develop and physician recruitment and retention plans				
3. Establish relationships with third party payers				
4. Evaluate participation in disaster preparedness programs			X	
5. Manage public relations			X	
6. Evaluate expansion opportunities				
V. REGULATORY AND LEGAL ISSUES	8	24	13	45
A. Governance	2	7	2	11
1. Assess impact of ownership arrangements including: <ul style="list-style-type: none"> • limited liability corporations • joint ventures • partnerships • resundication 			X	
2. Ensure compliance with facility Bylaws, Rules, and Regulations			X	

	ITEMS			
	Cognitive Level			Total
	Recall	Application	Analysis	
3. Facilitate governing body and medical staff in executing their duties			X	
4. Establish lines of authority and accountability			X	
5. Act as liaison to the governing body			X	
6. Develop policies and procedures			X	
7. Ensure compliance with policies and procedures			X	
8. Oversee development and implementation of strategic goals and objectives to organization				
9. Determine investor criteria (e.g., safe harbor, Stark)				
10. Respond to governmental inquiries (e.g., FBI, OIG, CMS)				
B. Licensure, Accreditation, and Certification	3	5	6	14
1. Comply with federal laws, rules, and regulations			X	
2. Evaluate accreditation options			X	
3. Comply with accreditation body requirements (e.g., AAAHC, Joint Commission, AAAASF)				
C. Credentialing & Privileging	2	7	2	11
1. Oversee credentialing and reappointment process				
2. Oversee privileging of medical staff personnel and allied health professionals			X	
3. Implement privileging and credentialing determinations			X	
D. Negotiate Contracts for Outsourced Services	1	3	3	7
E. Ensure Compliance with Contract Terms		0	2	0
TOTALS	56	80	64	200