



**Board of
Ambulatory
Surgery
Certification**

Candidate Handbook

**Certified
Administrator
Surgery Center
Program**

Board of Ambulatory Surgery Certification (BASC)

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About CASC

CASC (Certified Administrator Surgery Center) certificants have demonstrated that they have the knowledge generally found important to administer an ambulatory surgery center (ASC). To obtain the credential, an individual must meet certain eligibility requirements and achieve a passing score on an examination designed specifically to test the knowledge considered relevant to be an ASC administrator. The credential is available to those without experience as an ASC administrator, but such individuals will need other relevant experience or education to prepare them for this undertaking. Having passed the examination and been awarded the credential, the certificant must continue to demonstrate that he or she is staying current with industry developments by attending continuing education annually and in all major content areas at least every three years to maintain certification through the recertification process. CASC is the first credential designed specifically for the ASC industry. The credential is administered by the Board of Ambulatory Surgery Certification (BASC), a non-profit organization founded by the Federated Ambulatory Surgery Association (FASA).

About This Candidate Handbook

This Candidate Handbook provides information that is needed to apply for the CASC Examination, including eligibility requirements, examination policies, the CASC Examination Content Outline and an examination application. Keep this handbook until after the examination is completed. Additional copies of this handbook may be obtained by contacting BASC's testing services contractor, Applied Measurement Professionals, Inc. (AMP) at 913.895.4600 or by downloading a copy from www.aboutcasc.org.

Testing Agency

Applied Measurement Professionals, Inc. (AMP) is the professional testing agency contracted by BASC to assist in the development, administration, scoring, score reporting and analysis of the CASC Examination. AMP is a research and development firm that conducts professional competency assessment research and provides examination services for a number of credentialing programs.

Statement of Nondiscrimination

BASC does not discriminate against any individual or candidate with respect to age, sexual preference, color, religion, creed, marital status, national origin, race, language, medical conditions, or disability. All candidates are considered solely on the basis of their independent ability to meet the eligibility and certification criteria established by the BASC Board and published in the candidate materials. It is BASC policy to comply with all applicable federal and state laws with respect to certification. BASC policy also is that all vendors and contractors of BASC will abide by the BASC nondiscrimination policy.



Examination Policies

About the CASC Examination

The CASC Examination consists of 200 multiple-choice items. The examination presents each question with four response alternatives (A, B, C, D). One of those represents the best response. You will be permitted four hours to complete this test. Additional time will not be allowed. There are no scheduled breaks and you must have permission from a proctor to leave the testing room. Candidates meeting the eligibility requirements and achieving a passing score on this examination will be awarded the CASC (Certified Administrator Surgery Center) credential, including the right to use the designation "CASC" following their name. Specific procedures regarding use of the CASC designation will be provided to successful candidates.

The CASC Examination is designed to test a well-defined body of knowledge representative of professional practice in the field of ASC administration. The CASC Examination Content Outline was defined by a national role delineation study. The content is divided into five equally weighted topic areas:

- Delivery of Patient Care,
- Quality Management,
- Human Resources,
- Financial, and
- Regulatory and Legal Issues.

The study involved surveying ASC administrators and owners to identify tasks that are performed routinely and considered important to knowledgeable practice. The examination was developed through a combined effort of qualified subject-matter experts and testing professionals, who constructed the examination in accordance with the CASC Examination Content Outline.

Examination Dates and Application Deadlines

<u>Examination Date</u>	<u>Location</u>	<u>Application Postmark Deadline</u>
Wednesday, September 23, 2009	San Francisco, CA	August 12, 2009
Wednesday, May 19, 2010	Anaheim, CA	April 7, 2010

To apply for the CASC Examination, complete the application included with this handbook and mail it with the appropriate fee by the application postmark deadline to BASC. Applications postmarked after the deadline or those that are incomplete at the original deadline and later completed can be processed for a future examination date or withdrawn at the applicant's choice. Applicants who fail to complete their application within one year will be deemed to have withdrawn the application. Applications without the proper fee will be returned to the applicant unprocessed.

Application Procedures

An application to take the CASC Examination must be submitted in accordance with the application procedures. An applicant must submit: (1) CASC Examination Application, including a calculation of eligibility points, (2) two letters of reference, (3) a legible photocopy of your government issued photo identification, and (4) the application fee. BASC may deny an application for applicants who fail to meet the eligibility requirements. Such denials may be appealed in accordance with the appeal procedures discussed in this handbook.



Eligibility Requirements

To be eligible to take the CASC Examination, applicants must submit an application demonstrating that the individual has accumulated 100 points of experience, education, and/or other activities called eligibility points. The following sections describe how eligibility points can be accumulated.

Education

The chart below shows the number of eligibility points an applicant obtains for each degree that he or she has been awarded. For example, an applicant who has a Bachelor's Degree in Nursing (25 points) and an MBA (15 points) will receive a total of 40 points. Each degree must be listed separately on the application.

Associate's Degree (other than nursing)	5
Associate's Degree in Nursing	15
Bachelor's Degree (other than nursing)	20
Bachelor's Degree in Nursing	25
Juris Doctor	25
Nursing Diploma	20
Master's Degree (other than those shown below)	10
Master's in Business Administration (MBA)	15
Master's in Health Care Administration (MHCA)	15
Master's in Hospital Administration (MHA)	15
Master's Degree in Nursing	15
Master's of Public Health (MPH)	15
Doctor of Podiatric Medicine (DPM)	25
Doctor of Optometry (OD)	25
Doctor of Philosophy (PhD)	25
Medical Degree	30

Experience

Applicants receive the number of eligibility points shown for each year of paid employment in that particular position.

ASC Administrator	Applicable to positions responsible for the overall management of the ASC regardless of the actual title. For example, some administrators may be called executive director or chief operating officer.	50
ASC Manager (other than administrator)	This category is appropriate for any ASC position involving management, except for the administrator or overall manager of the ASC. Examples include director of nursing and business office manager.	30
Other ASC Experience	These points are applicable to any non-managerial position in an ASC, clinical or non-clinical.	20
Other Health Care Experience	Any type of experience in the health care field that is not in an ASC fits in this category, such as a nurse in a physician's office or a hospital lawyer.	15



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In determining experience eligibility points, please note:

- Points can be accumulated at different entities. An individual serving a portion of the year as an ASC administrator at one ASC and the remainder of the year at another is entitled to the 50 points for serving one year as an ASC administrator.
- For years in which an applicant held two positions worth different number of points, the lowest number of points are accumulated. An individual who serves a portion of the year as an ASC administrator and a portion of the year as director of nursing only receives the points for the director of nursing.
- Eligibility points are only earned for a complete 12 months of service. Partial years do not count toward points. For example, an individual who graduates from a master's in nursing program in May and who has worked six months in an ASC before applying for the examination would not receive any experience points.

A few examples demonstrate how to calculate points.

Example #1 – The applicant's work history is:

Starting Date	Ending Date	Position	Employer
July 12, 2001	June 24, 2002	Administrator	Excellent Surgery Center
October 24, 2000	July 11, 2001	Director of Nursing (DON)	Quality Surgicenter
April 25, 2000	October 23, 2000	DON	Outstanding Surgery Center
April 12, 1999	April 24, 2000	OR Nurse	North Hospital

In addition to any education points noted in the previous section, the applicant has 75 experience points toward the required 100 points total. The points are calculated as follows:

Points	Year Ending	Year Beginning	Position Held
30	June 24, 2002	June 25, 2001	DON/Administrator
30	June 24, 2001	June 25, 2000	DON
15	June 24, 2000	June 25, 1999	DON/OR Nurse
0	June 24, 1999	April 12, 1999	OR Nurse
75	Total		

A brief explanation may be helpful. **June 25, 2001-June 24, 2002** – For this year, the applicant acquires 30 points. Even though she served as an administrator for most of the year, only the points for director of nursing (30) are used because the applicant did not serve a full year as an administrator. As noted above, when an applicant serves in two positions within a year, only the points for the lower level position are acquired. A director of nursing acquires 30 points per year, as it is an ASC management position, but not the administrator. The administrator points are only for those with management responsibility for the entire ASC; all other ASC management positions are counted as ASC manager, such as director of nursing and billing office manager. **June 25, 2000-June 24, 2001** – Thirty (30) points are accumulated for this year, as the applicant served the entire year as an ASC manager, the Director of Nursing. The fact that the applicant worked for two different companies in this year is irrelevant for point accumulation purposes. **June 25, 1999-June 24, 2000** – Fifteen (15) points are accumulated for this year, as the applicant has served as an OR nurse in a non-ASC setting, the applicable position for determining points would be "other health care experience." Serving part of the year as an ASC manager does not add to the point total. **April 12, 1999-June 24, 1999** – No points are accrued, as it is a partial year.

Example #2 – The applicant's work history is:

Starting Date	Ending Date	Position	Employer
June 20, 2001	June 24, 2002	Business Office Manager	Excellent Surgery Center
March 1, 2000	June 20, 2001	Billing Clerk Quality	Surgicenter
July 31, 1998	March 1, 2000	Billing Office Manager	North Hospital



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In addition to any education points noted in the previous section, the applicant has 60 experience points toward the required 100 points total. The points are calculated as follows:

Points	Year Ending	Year Beginning	Position Held
30	June 24, 2002	June 25, 2001	Business Office Manager
15	June 24, 2001	June 25, 2000	Business Office Manager/Billing Clerk
15	June 24, 2000	June 25, 1999	Business Office Manager/Hospital Billing Clerk
0	June 24, 1999	July 18, 1998	Hospital Billing Office Manager
60	Total		

A brief explanation may be helpful. **June 25, 2001-June 24, 2002** – For this year, the applicant acquires 30 points for serving in an ASC management position, but not the administrator. The administrator points are only for those with management responsibility for the entire ASC; all other ASC management positions are counted as ASC manager, such as director of nursing and business office manager. **June 25, 2000-June 24, 2001** – Fifteen (15) points are accumulated for this year, as the applicant served part of the year as a billing clerk, an “other ASC experience;” since he divided the year between two positions only the lower number of points are credited. The fact that the applicant worked for two different companies in this year is irrelevant for point accumulation purposes. **June 25, 1999-June 24, 2000** – Fifteen (15) points are accumulated for this year, as the applicant served in an “other health care experience.” He worked part of the year in an ASC, but only receives points for the lowest value experience in the year. **July 18, 1998-June 24, 1999** – No points are accrued, as it is a partial year.

Other

Applicants receive eligibility points for each credential or license listed below. To receive points for these items, the license or credential must be valid at the time of application.

Bar Admission	10
CNOR	10
CNORFA	10
CPA	10
CPAN	10
CRNA	10
RN	10
Completed 4 surveys of ASCs for AAAHC, JCAHO or AAAASF	10

References

Two letters of reference must be submitted with the application. They must be signed, dated and on the signor’s letterhead. At least one must be from a physician who has worked with the individual in a health care setting. The other can be from any individual described below.

- An individual who is serving or has served as an ASC administrator.
- A physician who has worked with the individual in a health care setting.
- An individual who has known the applicant for at least three years in a work capacity.

Examination Fees

The fee for the examination is \$750. Application fees may be paid by credit card (Visa, MasterCard or American Express) or check made payable to BASC in U.S. dollars. DO NOT SUBMIT CASH. All fees must be submitted with the application by the application postmark deadline. Applicants submitting checks that are not honored by the financial institution will not be allowed to take the examination unless the examination fee and any fees that BASC assesses for checks not honored by the bank are paid prior to the deadline for that examination date.



Special Accommodations

BASC will comply with all federal regulations concerning the examination administration for qualified persons who are temporarily or permanently disabled at the time of the scheduled exam. A disability must be documented in writing by a physician at the time the application is submitted to BASC, along with the Special Accommodations Form and Document of Disability-Related Needs forms. BASC reserves the right to consult its own physicians or other experts and request additional information documenting the request for special accommodations. All determinations regarding special accommodations to be offered to an individual will be made in BASC's sole discretion. The content and validity of the exam shall not be compromised by these accommodations. All reasonable attempts will be made to accommodate the needs of the disabled person. If the accommodation proposed by BASC is unacceptable to the candidate, the candidate must notify BASC in writing within 10 days of the decision and BASC will issue a refund minus the processing fee.

Verifying Receipt of Your Application

BASC will mail you an acknowledgment of receipt of application. Please wait at least two weeks following the application deadline before calling BASC about your application. If you do not receive acknowledgment correspondence from BASC within four weeks following the application deadline, call BASC at 703.836.4871.

Refunds

Application fees are nonrefundable, except for individuals deemed ineligible to sit for the examination (minus a processing fee). A request for a refund for any other reason must be made in writing to BASC within 30 days after the examination date, setting forth the reasons for the request. Determinations will be made in BASC's sole discretion.

Examination Procedures

Admission to the Test Center

Approximately 10 business days before the examination date, AMP will mail all scheduled candidates a test center admission letter indicating the exact address of the examination site. To gain admission to the test center, you must have this admission letter and you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

If your name is different on the test center admission letter than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order). All candidates will also be required to sign the registration roster prior to admission. PROPER IDENTIFICATION IS REQUIRED TO GAIN ADMISSION TO THE TEST CENTER.

Any candidate who has not received an admission letter at least one week before the examination date should contact the AMP Candidate Support Center by telephone at 913.895.4600.

On the day of the examination, you must report to the test center no later than 8:30 am for check-in. The seating of candidates, distribution of examination materials and examination instructions will begin once all candidates have been checked in. Anyone who arrives after the examination has begun will not be admitted.

Security

BASC and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- Only silent, hand-held, solar-or battery-operated calculators, without paper tape-printing capabilities or alphabetic keypads may be used.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the test center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left.

Examination Restrictions

- Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No documents or notes of any kind may be taken into or removed from the testing room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the testing room.



- You may take a break whenever you wish to stretch or use the restroom, but you will not be allowed additional time to make up for time lost during breaks.
- Smoking breaks are prohibited.

Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- talks or participates in conversation with other examination candidates;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Inclement Weather

In the event of inclement weather or unforeseen emergencies on the day of an examination, BASC and AMP will determine whether circumstances warrant cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the supervisor is able to open the test center. Candidates may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any test centers are closed. Every attempt will be made to administer all examinations as scheduled; however, should an examination be cancelled at a test center, all scheduled candidates will receive notification regarding a rescheduled examination date or reapplication instructions.

No-Shows and Late Cancellations

Individuals who do not appear for the examination, or who cancel within 30 days of the examination date, will not be eligible for a refund. A request to reschedule the examination date without reapplication must be made to BASC in writing within 30 days after the examination date, setting forth the reasons for the request. Determinations will be made in BASC's sole discretion.

Report of Results

Candidates will be notified in writing within approximately seven weeks whether they have passed or failed the examination. No results will be provided by telephone, facsimile or electronic mail.

Candidates who fail to achieve a passing score will be given their total raw score, their total scaled score and the number of questions answered correctly for each major category on the CASC Examination Content Outline. A raw score is the number of correctly answered questions; "the total scaled score" determines whether a candidate passes. This scaled score is statistically derived from the candidate's raw score and can range from 1 to 99. The passing score is 70 scaled score units for each examination. An expert committee used accepted test development guidelines and a criterion-referenced standard setting procedure to identify the passing score for the examination. Thus, a candidate's ability to pass the examination depends only on his or her own performance taking the examination; a passing score is not determined by comparing one candidate's performance against the performance of other individuals. A process called "equating" is used to statistically adjust the passing score for different forms of the examination to accommodate differences in difficulty levels.



In addition to the total scores, candidates failing to achieve a passing score will be given the raw scores (the actual number of questions answered correctly) for the five major categories on the CASC Examination Content Outline. Content categorical information is provided to assist candidates in identifying areas of relative strength and weakness; however, passing or failing the examination is based only on the candidate's total scaled score.

Confidentiality

Individual examination scores are released in writing ONLY to the individual candidate. Results will not be given over the telephone, by facsimile or electronic mail. Questions concerning examination results should be referred to BASC in writing. All information related to the examination, including application material and examination scores, is confidential and will not be released unless permitted by the candidate or required by law.

Recognition of Certification

Eligible candidates who pass the CASC Examination are eligible to use the registered designation CASC after their names in accordance with BASC policies and procedures. Such candidates will receive certificates from BASC.

Revocation of Certification

Certification may be suspended or revoked for any of the following reasons:

1. An individual falsified or misrepresented information or included misleading information in the CASC Examination Application or recertification form or process.
2. Action has been taken against the individual to revoke, suspend, or take other disciplinary action in connection with a current license by a state board or agency.
3. An individual has surrendered his or her license while under investigation by a state board or agency or other entity engaged in the administration of law.
4. An individual has been placed on probation by a state board or agency.
5. An individual has breached the confidentiality agreement signed at the time the examination was taken.
6. An individual has failed to pay all outstanding debts to BASC after notice and opportunity to pay such fees.
7. An individual has been excluded from Medicare/Medicaid or other public program for fraud and/or abuse.
8. An individual has been convicted of or pled guilty or nolo contendere to violation of other laws reflecting on ASC administration.

Certificants will be provided with notice and due process in accordance with BASC policies and procedures before certification is suspended or revoked.

Appeals

BASC provides the appeal mechanism for challenging denial of admission to the examination, denial of eligibility, denial of certification or recertification, or imposition of sanctions. Failure of the examination is not subject to review and appeal. It is the responsibility of the individual to initiate the appeal process by written request to BASC within 30 days of receipt of notice concerning the circumstance leading to the appeal. Those interested in filing an appeal can obtain a copy of the Appeal Procedures by faxing a request to BASC at 703.549.0976.



Questions About the Examination

Candidates may not have access to the examinations, booklets, answer sheets, or to specific questions after the examination. Candidates may submit comments on any examination question, the administration of the examination or the test center facilities on their answer sheet on the day of the examination. Each comment will be reviewed, but individual responses to comments will not be provided. Extra testing time will not be allotted for making comments.

Duplicate Score Reports

Requests for duplicate score reports must be made in writing to BASC no later than one year after the examination. Your request must include your name, Social Security Number, mailing address, examination date, test center and signature. The fee for a duplicate score report is \$50; be sure to include a check payable to BASC or provide complete credit card information.

Requests for Handscoring

Candidates who do not pass the examination may request a manual verification of the computer scoring. Requests for hand rescoring must be submitted to BASC in writing with a \$100 handscoring fee within 90 days following the examination. The request must include your name, Social Security Number, mailing address, examination date, test center, signature and a copy of your original score report. Upon receipt of the handscoring request and appropriate fee, the candidate's answer sheet will be inspected and handscored. This process takes approximately 30 days.

Re-Examination

Candidates failing the CASC Examination may retake the examination as often as desired upon filing of a request to repeat examination and paying the relevant fee. The fee for retaking the examination at the next available date is \$375. There is no limit to the number of times the examination may be taken although the \$375 fee applies only to the application for the next available examination date.

Examination Preparation

General Examination Preparation

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when you are deciding the best method for studying.

CASC Examination Content

To begin your preparation in an informed and organized manner, you should review the CASC Examination Content Outline in this handbook. The CASC Examination Content Outline describes the topics covered on the examination and thus can give you specific study direction.

The content of the examination is directly linked to a job analysis that identifies the activities performed by ASC administrators. Each item on the examination is linked to the CASC Examination Content Outline, and is also categorized according to the level of complexity, or the cognitive level that a candidate would likely use to respond, as follows:

- Recall: The ability to recall or recognize specific information is required.
- Application: The ability to comprehend, relate or apply knowledge to new or changing situations is required.
- Analysis: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution is required.

The examination is composed of 200 multiple-choice test items. A candidate is allowed four hours to complete the examination. The examination is based on five major content areas:

1. Delivery of Patient Care
2. Quality Management
3. Human Resources
4. Financial, and
5. Regulatory and Legal Issues

Each content area is described by the list of tasks that follows the content heading in the CASC Examination Content Outline. In addition, the number of examination questions devoted to each major and minor content area is indicated.

Sample Questions

1. From a fiscal standpoint, crosstraining is beneficial in order to reduce
 - A. infections.
 - B. part-time employees.
 - C. overtime.
 - D. inventory.

2. A patient is admitted to have a D&C performed. During the procedure, the surgeon also performed removal of genital warts. Which of the following resources should be used to code the second diagnosis?
 - A. HCPS-II
 - B. ICD-9
 - C. RVRBU
 - D. EMOB

3. An effective corporate compliance program requires a corporate compliance officer who reports directly to the
 - A. Governing Board.
 - B. Medical Executive Committee.
 - C. CQI committee.
 - D. CEO of the ASC.

4. Competitive benchmarking is best described as the best
 - A. performance of ASCs versus hospitals.
 - B. practice found outside of the industry.
 - C. performance within the market or healthcare arena.
 - D. practice that occurs within the corporation or surgery center.

5. When recruiting clinical staff, it is best to look for candidates who
 - A. are new graduates.
 - B. have previous experience.
 - C. have diverse nursing backgrounds.
 - D. have been recommended by a current staff member.

6. Employee satisfaction surveys were performed by an outside firm. The employees are anxious about the results. Which of the following is the best way to present the findings?
 - A. Post the results on the bulletin board in the staff lounge.
 - B. Discuss the results at a staff meeting and ask the staff to resolve problem areas.
 - C. Call employees into your office on an individual basis and discuss their answers.
 - D. Disregard the surveys since you can never please a staff.

7. Which of the following formulas are used to compute the collection ratio?
- A. billings for the period/average accounts receivable
 - B. billings for the period/collections for the period
 - C. collections for the period/average accounts receivable
 - D. collections for the period/billings for the period
8. Which of the following is the new name for the HCFA?
- A. Centers for Medicare and Medicaid Services (CMS)
 - B. Health Care Financial Association
 - C. Centers for Medical and Medicare Services (CMMS)
 - D. Health Costing and Financial Administration
9. The Governing Board is finalizing its ASC parking requirements within its 11,000 SF facility lease. The local zoning laws require a parking ratio of 4 spaces per 1,000 SF. The center has projected that during its busiest times, a total of 48 parking spaces will be needed. How many additional parking spaces should be secured in the lease above what is needed to operate the ASC adequately?
- A. 0
 - B. 4
 - C. 8
 - D. 12
10. Which of the following is the minimum size recommended by the DHHS guidelines for a major (Class C) OR?
- A. 270 SF
 - B. 290 SF
 - C. 310 SF
 - D. 400 SF

Answer Key:

- | | |
|------|-------|
| 1. C | 6. B |
| 2. B | 7. D |
| 3. A | 8. A |
| 4. C | 9. B |
| 5. B | 10. D |

Study Advice

Determine how you study best. Some individuals seem to learn faster by hearing the information, while others need to see it written or illustrated, and still others prefer to discuss material with colleagues. A combination of these alternatives can often produce the most effective study pattern. If you had success in lecture courses with little outside review, it may be that you need to hear information for best retention. You may wish to organize a study group or find a study partner. Once you decide on the method most effective and comfortable for you, focus on that preference and use the other techniques to complement it.

Plan your study schedule well in advance. Use learning techniques, such as reading or audio-visual aids. Be sure you find a quiet place to study where you will not be interrupted.

Test-Taking Advice

The advice offered here is presented primarily to familiarize you with the examination directions.

1. Read all instructions carefully.
2. The actual examination will be timed. Bring a watch to the test center and set it to correspond to the official time used by the supervisor. Placing your watch in full view can help your concentration since a quick time check will not require major changes in body and eye focus.
3. For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score.
4. Be sure to record an answer for each question, even the ones of which you are uncertain. You can mark the questions you wish to reconsider in the examination booklet and return to them later. Avoid leaving any questions unanswered; this will maximize your chances of passing and prevent mismarking your answer sheet. It is better to guess than to leave a question unanswered.
5. Bring an acceptable calculator.

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	
I. DELIVERY OF PATIENT CARE	8	24	8	40
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	✓	✓		
II. QUALITY MANAGEMENT	8	16	16	40
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., the ASC Association'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	✓	✓		
III. HUMAN RESOURCES	8	20	12	40
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			Total
	Cognitive Level		Total	
	Application Recall	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	✓	✓	✓	
IV. FINANCIAL	8	12	20	40
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			Total
	Cognitive Level		Total	
	Application Recall	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)	✓	✓	✓	
V. REGULATORY AND LEGAL ISSUES	11	19	10	40
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
TOTALS	43	91	66	200

Candidate Name: _____

Eligibility Requirements

Social Security Number: - -

Education: Applicants obtain the number of eligibility points shown below for each degree that he or she has been awarded. For example, an applicant who has a Bachelor’s Degree in Nursing and an MBA will receive a total of 40 points. Each degree must be listed separately on the application.

Education	Institution*	Year Issued	Points	Points Earned
Associate’s Degree (other than nursing)			5	
Associate’s Degree in Nursing			15	
Bachelor’s Degree (other than nursing)			20	
Bachelor’s Degree in Nursing			25	
Juris Doctor			25	
Nursing Diploma			20	
Master’s Degree (other than those shown below)			10	
Master’s in Business Administration (MBA)			15	
Master’s in Health Care Administration			15	
Master’s Degree in Nursing			15	
Master’s in Hospital Administration			15	
Master’s of Public Health (MPH)			15	
Medical Degree			30	
			Sub-Total	

*Please do not abbreviate institutions name.

Experience: Applicants receive the number of eligibility points shown for each completed year of paid employment in that particular position. See Candidate Handbook for point calculations and examples.

Employer Name	Position Held	Year Ending	Year Beginning	Points Earned

Other: Applicants receive eligibility points for each credential or license listed below. To receive points for these items the license or credential must be valid at the time of application.

Licenses & Credentials	Issued by	Date Issued	Points	Points Earned
Bar Admission			10	
CNOR			10	
CNORFA			10	
CPA			10	
CPAN			10	
CRNA			10	
RN			10	
Completed 4 surveys of ASCs			10	
			Sub-Total	

Please total up your points from above and add them into the chart below:

Eligibility Point Calculation Chart	
Education	
Experience	
Licenses & Credentials	
Total Eligibility Points	

Candidate Name: _____

Social Security Number: - -

References: Two reference letters must be submitted with the application. Each reference letter must be signed, dated and on the signor's letterhead. The requirements for references are discussed in the Candidate Handbook. When submitting your application, complete the appropriate reference form and staple to the corresponding reference letter.

Note: Providing the following information is strictly voluntary. It will be used for statistical purposes only.

Gender: Male FemaleDate of Birth: / /

Special Accommodations Request: If you have a disability or special health care need that requires special accommodation in order for you to take the examination or access the testing location, complete the Special Accommodation Form and submit it with your application.

Disclosure Statement with Signature: BASC staff will select applications for random audit of information. This procedure may include: verifying applicant's education, license, or other credentials with educational entities, licensing authorities, and/or credentialing bodies; verifying current or previous experience with employer/employing facilities; or verifying references through contact. All information gained through the above procedures will be confidential except in instances where the law requires disclosure. If any information on the application is found to be falsified, misleading, or a misrepresentation of facts, the applicant will be declared ineligible to sit for the upcoming examination. I also acknowledge that BASC may withhold, cancel my scores, or take appropriate action including suspension or revocation of certification, if it is subsequently determined, in BASC's judgment, that any information presented in this application or the supporting documentation is false, deceptive or misleading. Applicants may be eligible to reapply after a certain time period, as determined by BASC on a case-by-case basis.

Signature: _____ Date: _____

Payment: \$750 must be submitted with the application. Payment may be made by check payable to BASC or a major credit card. If paying by credit card submit the Credit Card Authorization Form.

Checklist:

- I have completed, signed and dated the 3-page Candidate Application Form.
- I have Eligibility Points totaling 100.
- I have written a check for the correct amount or attached the completed Credit Card Authorization Form.
- I have included two Reference Forms with attached letters of reference.
- I have attached a legible copy of a government issued ID with a picture.
- If special accommodations will be needed, the Special Accommodations Form is attached.

Please mail you completed application to:

CASC Exam Registration
1012 Cameron Street
Alexandria, VA 22314

Contact Information: For questions regarding your application or program content contact BASC:
Via Phone: 703.836.4871, Via Fax: 703.549.0976, Via Email casc@aboutcasc.org, or at www.aboutcasc.org.

Candidate Name: _____

Social Security Number:

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Document of Disability-Related Needs

The letter from your health care provider should be attached, along with the Special Accommodations Form.

Disability/Condition: _____

Reasons for needing special accommodation(s):

Accommodations requested: *(check all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Accessible testing site | <input type="checkbox"/> Separate testing area |
| <input type="checkbox"/> Special seating | <input type="checkbox"/> Reader |
| <input type="checkbox"/> Large print test | <input type="checkbox"/> Other special accommodations (please specify) |
| <input type="checkbox"/> Circle answers in test booklet | _____ |
| <input type="checkbox"/> Extended testing time (time and a half) | _____ |

Comments:

By signing below, I attest that the information submitted is true and correct to the best of my knowledge. If this information is not sufficient, I authorize BASC to obtain additional information from the professionals who treated or evaluated my disability, other individuals who completed documents on my behalf related to this request, and/or BASC's own physicians or professionals. In addition, I authorize those persons who provide additional information to BASC to provide additional information if necessary for evaluating the appropriateness of the requested accommodation. I acknowledge that BASC reserves the right to make a final determination as to whether any requested accommodation is warranted and appropriate. I also acknowledge that BASC may withhold, cancel my scores, or take appropriate action including suspension or revocation of certification, if it is subsequently determined, in BASC's judgment, that any information presented in this application or the supporting documentation is false, deceptive or misleading.

Signature: _____ Date: _____