



Healthcare is people  
helping people.

**Shouldn't accreditation  
be the same?**

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*The surveyors were amazing. They did a great job putting everyone at ease and giving feedback in a constructive, kind manner. They kept us informed and provided great insights. It was a pleasure working with and learning from them.*

*— ASC Director of Nursing, 2019 TIME Survey*

*One of the most pleasant experiences I've ever had pre and post survey. HFAP staff went above and beyond to assist and support our specific situation and needs. I would definitely recommend HFAP in the future.*

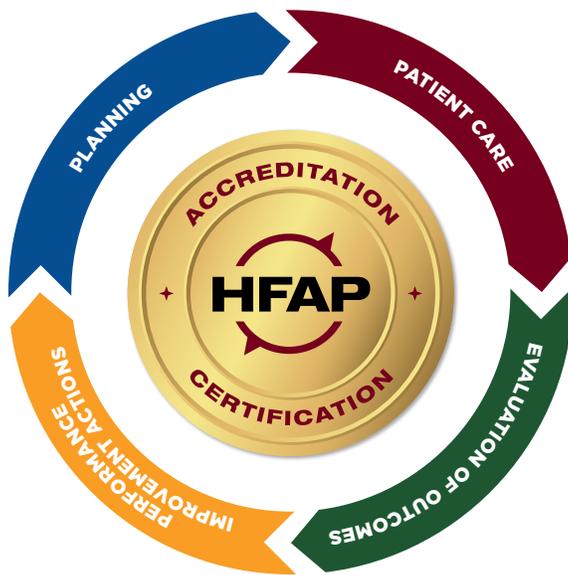
*— ASC Administrator, 2018 Initial Survey*



## HFAP is:

**COMPREHENSIVE.** HFAP programs cover the range of healthcare settings from outpatient surgical settings to laboratories to acute care and critical access hospitals. We also offer a growing number of certification programs for specialty services.

**ACCESSIBLE.** HFAP account managers are process experts and our standards interpretation team (SIT) is staffed with clinical content and physical environment experts. Personalized help is readily available by phone or email, when you need it.



**CLEAR.** HFAP standards for ASC accreditation are founded on the CMS Conditions for Coverage. Compliance assessment is consistent and based on published criteria.

**SENSIBLE.** HFAP surveys are rigorous, but straightforward. Surveyors strive to understand each organization's capabilities to maximize its unique potential for excellence.

**FRIENDLY.** We put customer experience and quality evaluation first, within an atmosphere of trust, support and education.

## HFAP DELIVERS.

### HFAP is:

- A trusted, recognized accreditor since 1945.
- A solutions-oriented partner.
- A responsive, accessible resource.
- A cost-effective one-stop option.

### HFAP accredits:

Ambulatory Surgery Centers  
Clinical Laboratories  
Acute Care Hospitals  
Critical Access Hospitals  
Healthcare systems

### HFAP provides certification for:

Joint Replacement programs  
Stroke Centers  
Wound Care programs  
Compounding Pharmacies  
Lithotripsy programs

## ARE YOU READY?

# The HFAP Accreditation Cycle

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1

**Call us at 312.920.7383 or email [info@hfap.org](mailto:info@hfap.org).**

Discuss your organization with an HFAP account manager to determine which survey option is the best fit. An onboarding account manager can provide access to *Accreditation Requirements for Ambulatory Surgery Centers*.

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2

**Review the HFAP accreditation manual.**

Our standards align with the CMS Conditions for Coverage (CfC) making HFAP a practical choice whether your organization seeks deemed status accreditation, or accreditation in preparation for a state survey.

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3

**Complete the online application.**

**HFAP Compass** is our online client portal where you can manage your organization's profile, review standards, upload documents, and access tools.

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4

**Participate in the onsite survey.**

The survey is a positive, educational experience that happens *with* you, not *to* you.

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5

**Provide your Plan of Correction.**

Non-compliant standards will be identified onsite and a written Deficiency Report is provided within ten days of survey completion. Then you tell us how you plan to address the deficiencies identified.

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6

**Your accreditation decision is delivered.**

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7

**Maintain compliance with the accreditation standards.**

Accreditation lasts for three years. HFAP account managers will check in periodically—we want to keep the channels of communication open—and Standards Interpretation Team members are always available to you.

## The TIME Solution

### A fast track process from application to decision

At HFAP, we work to meet the scheduling needs of all our customers but **new ASCs** often need **an expedited accreditation process** to reduce idle time and minimize delays in reimbursement. To meet that need, we offer **TIME** (Time Is Money Earned) as an option for organizations seeking an Initial Survey with or without CMS deemed status. The TIME program delivers an exceptional turn-around from acceptance of a completed application to accreditation decision.

Contact an account manager ([info@hfap.org](mailto:info@hfap.org) or 312.920.7383) prior to scheduling a state licensure survey (if required) or upon 855B approval.

## The HFAP Survey Process

### Before you apply

- The ASC is open and ready to support patient care.
- Governance and administrative structures, including bylaws, policies and procedures, are in place.
- Leadership is employed and clinical staff is credentialed and privileged by the governing body.
- Necessary equipment is in place and tested and/or calibrated.

### Before your survey

After submitting an application, but *before a survey can be scheduled*:

- Licensure or provisional licensure must be obtained (if required) from the state licensing authority, *unless the ASC is applying for a survey to obtain licensure in a state that recognizes accreditation for this purpose.*

- At least 10 closed clinical records are available for review. (Keep your account manager updated as you approach this threshold and be aware that, once open and operating, the ASC must maintain an ongoing schedule of procedures, even while awaiting its survey and accreditation decision.)

### After your survey

An ASC seeking accreditation must submit a plan of correction (PoC) for *all deficiencies cited* as a result of the onsite survey.

Accreditation is awarded for a term of three years. Some ASCs may require a Focused Resurvey within that term to confirm continued compliance and adequate implementation of the Plan of Correction, but this will not delay the initial accreditation decision.

### Program Cost

The cost of ASC accreditation consists of two elements: the accreditation fee paid with the application and the direct costs of the onsite survey, invoiced after the survey has been completed.

*It's hard to improve on perfection. I'm currently going through a State/Federal follow-up survey and all I can say is, it's the difference between night and day. We really enjoyed our survey with HFAP. Even though stress can be high, the [survey team] turned the experience into a very good educational session as well.*

— ASC Director, 2018 Reaccreditation Survey



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