

ASC and/or FSOF list of documents

**please label document with corresponding number (and letter for policies)

- Copy*
- ~~1.~~ Copy of surgical schedules for days of survey
 - ~~2.~~ Copy of staff assignments for days of survey
 - ~~3.~~ Hours of operation for the facility
 - ~~4.~~ Governing body membership
 5. Governing body ~~bylaws~~ with minutes; Process for granting medical staff privileges and reappointments.
 - ~~6.~~ Medical Staff bylaws and minutes. List of physicians (Name and specialty, including anesthesiologists, CRNAs)
 7. Physician credential files (selected by surveyor).
 - ~~8.~~ List of contracted services or agreements, such as lab, radiology, and periodic evaluation reports.
 - ~~9.~~ Hospital transfer agreement and policy
 - ~~10.~~ Quality Assurance Performance Improvement (QAPI) Program.
Person responsible, meeting minutes, and other documentation; identification of problems and how resolved
Incident and accident reports for last 12 months
 11. Infection Control Program.
Person responsible, meeting minutes, surveillance process, identification of problems and resolutions, how integrated with QAPI
 - ~~12.~~ Disaster Preparedness Plan and evaluation
 13. Maintenance records
 14. Equipment Safety check records
 - ~~15.~~ Medical waste certification
 16. Operating Room Logs
 17. Sterilization logs
 18. Generator logs
 19. Medication – list of meds used, including crash cart.
Qualified individual designated to direct pharmaceutical services.
 - ~~20.~~ Facility written list of emergency medical equipment and supplies
 - ~~21.~~ Job descriptions for nursing and unlicensed personnel
 22. Staffing patterns for operating room and recovery room
 23. List of licensed personnel (RN, LPN, CRNA, NP, SW, etc)
 24. List of operating room Techs and other staff
 25. Policy and procedure manuals. Flag specific policies & procedures:
A) Skin preparation (and product used); B) History & Physical and updated assessment; C) Advance Directives; D) Grievances; E) Discharge assessment and procedure;
F) Patient Rights; G) Blood Administration; H) Verbal Orders; I) Emergency Equipment & Meds;
J) Medical Record retention; K) Adverse Drug Reactions; L) Controlled Drugs; M) Lab-Tissue
 26. Personnel files selected by surveyor
 27. Surgical log for 6 months (discharged patients)
 - ~~28.~~ List of all deaths and transfers to hospitals
 - ~~29.~~ Current State License
 - ~~30.~~ Organization Chart
 - ~~31.~~ Floor Plan
 32. Grievances for the previous 6 months
 33. Informational packet given to patients prior to day of procedure.