



**Center for Clinical Standards and Quality/Survey & Certification Group**

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**Admin Info: 13-09-ASC**

**DATE:** November 30, 2012

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Ambulatory Surgery Centers (ASC) Basic Surveyor Course

**Memorandum Summary**

The **ASC Basic Surveyor Training Course** is now available online!

- **State Training Coordinators may register learners for this course in TotalLMS:**  
<https://cms82.sumtotalsystems.com>.
- The TotalLMS course code is: 0CMSASC\_ONL.

**Introduction**

For the past several years, the **ASC Basic Surveyor Training Course** has been offered as a face-to-face training. We are pleased to announce that an online version of the ASC Basic Surveyor Training course is also now available. Learners may take either the face-to-face or online version.

**Audience**

This mandatory course is required for all State Agency and Regional Office ASC surveyors and reviewers who currently conduct or review ASC surveys. *Learners who have recently completed the ASC Basic Surveyor Training face-to-face offering are not required to take the online version of this course; they may take the online course as a refresher course as needed.*

**Course Goal**

The goal of this course is to provide ASC surveyors and reviewers with the basic knowledge and skills needed to survey an ASC in accordance with CMS regulations and requirements.

**Course Components**

The ASC online course consists of a pre-test, five learning modules, and a post-test. Topics include:

- **Module 1:** What is an ASC?
- **Module 2:** ASC Survey Process
- **Module 3:** ASC Conditions for Coverage
- **Module 4:** Infection Control
- **Module 5:** ASC Survey Activity

### **Learning Objectives**

At the end of each learning module, the learner will be able to:

- Module 1: Define “ASC” in the context of the CMS regulations.
- Module 2: Identify tasks in the survey process, tools used to conduct a survey, and roles of the members of the survey team.
- Module 3: Identify the ASC regulations and discuss the interpretive guidelines of said regulations. Throughout the lessons, scenarios illustrate the Conditions for Coverage for the surveyor.
- Module 4: Describe regulations governing infection control in an ASC and evaluate practices for infection control in an ASC.
- Module 5: Apply regulations and tasks in the survey process, including a case tracer and the infection control worksheet, to a detailed scenario.

### **Field Survey Observations**

This course is the first part of the learning process for ASC surveyors to gain proficiency. After reviewing the ASC online course and successfully passing the post-test, we recommend that ASC course students who are new to conducting or reviewing ASC surveys accompany a preceptor to observe and participate in an ASC survey(s) before surveying independently.

### **Estimated Course Completion Time**

This course has an estimated seat time of 24 to 32 hours.

### **Course Enrollment**

State Training Coordinators may register learners for this course in TotalLMS:

<https://cms82.sumtotalsystems.com>.

After being enrolled in the LMS, the CMS Central Office Training Coordinator will send an e-mail to learners providing them with their username, password, and instructions to login to the online course.

If you have any questions/concerns regarding registration for this course, please feel free to contact the ASC online course Training Coordinator, Jessica Heckman via email at

[jessica.heckman@cms.hhs.gov](mailto:jessica.heckman@cms.hhs.gov).

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management