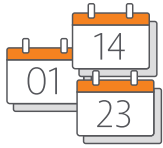


































ASC Checklist for Temporary Closure & Re-Opening Procedures

NOTE: This checklist is intended to provide reminders to customers on tasks to consider when preparing for a significant reduction in case volumes (or to temporarily close) and when preparing to re-open your facility. This is not an exhaustive list of all activities that facilities must consider when preparing for / making these changes. It is intended as a supplement to your normal business processes and plans. Always ensure that your facility is familiar with all state, federal, and other regulatory requirements for these events.

FUNCTION	ACTIVITY/TASK	WHEN TO CONSIDER IT
 <p>SCHEDULING</p>	<p>If you have not been tracking cancellations due to COVID, consider reviewing cancelled cases to associate the appropriate cancellation reason / Occurrence Code. This will make it easier to identify these cases when you are ready to reschedule. If you plan to apply for advanced Medicare payments, this will also help inform your application.</p>	
	<p>Run reports on cancelled cases to identify cases that need to be rescheduled. Depending on which system you use, you may be able to reinstate cases as new dates and times are confirmed.</p>	
 <p>FACILITY OPERATIONS</p>	<p>If you consider discontinuation of any services (linens, waste management, etc.), confirm lead time needed to reinstate these services so you can plan accordingly.</p>	
	<p>Determine a plan for mail delivery and shipments that will continue.</p>	
	<p>Determine how calls will be routed, and who is responsible for checking, triaging, and clearing the facility's non-urgent voice mailbox so it will continue to receive messages.</p>	
	<p>Check all heating and cooling to ensure the facility will remain at the required temperature and humidity requirements regardless of case volume / facility closure.</p>	
	<p>Determine if you can make use of this time to review inventory (e.g., perform physical count). Identify items you anticipate needing when your facility opens, factoring in potential disruptions to the supply chain, typical fulfillment times, etc.</p>	
 <p>BILLING PROCESSES</p>	<p>Ensure Life Safety testing is ready to resume upon re-opening the facility.</p>	
	<p>Check all facility systems including: Biomedical; Electrical; Elevator (if applicable); Emergency lighting; Fire protection; HVAC (Consider replacing all HVAC filters.); Medical Gas; Vacuum System.</p>	
	<p>Confirm that the correct billing period is open for the month.</p>	
 <p>BILLING PROCESSES</p>	<p>Confirm that your Medicare contracts reflect the correct fees. Per Section 3709 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the 2% payment adjustment applied to all Medicare Fee-For-Service (FFS) claims due to sequestration was suspended for dates of service from May 1 - December 31, 2020.</p>	
	<p>If you are at the end of a month, go through month's end tasks and reporting.</p>	
	<p>Make note of any upcoming payer contract dates that require action in coming weeks.</p>	
	<p>Consider re-setting passwords now so they are less likely to be expired when staff members return to the facility.</p>	
 <p>IT/SYSTEM ACCESS</p>	<p>If there have been staffing changes, inactivate any staff members who are not returning and/or may be out for an extended period of time. These can always be made active again.</p>	
	<p>Ensure you have a working login to the SIS Customer Community so you can access product training and other release information you may need. Save SIS Support phone numbers and email addresses to your phone for easy access when not at the facility. If you do not have a login, please register today for a free account at: https://siscentral.force.com/sourcemed/login?ec=302&startURL=/sourcemed/s/</p>	
	<p>If you are able to access your software remotely, review login steps before you leave the facility for a long period of time. Review the steps with any staff members who will need the ability to log in from home.</p>	
	<p>If your system is self-hosted, be sure you have a full backup of your database and that the backup routine is running properly.</p>	
	<p>Identify training needs for any staff members who are new, temporary, or are taking on a different role. Visit the SIS Customer Community and Express Train to review training content for your product. If you need help determining the training most appropriate for your staff members, please contact the SIS Support team at info@SISFirst.com.</p>	
	<p>Confirm that all users who need access to the system are active, and any who no longer need access are made "inactive."</p>	
	<p>Confirm that passwords have not expired.</p>	
 <p>REGULATORY</p>	<p>Review upcoming state reporting dates scheduled, and visit the state association's website to confirm whether dates have changed.</p>	
	<p>Review physician credentialing and licensure expiration dates to ensure there will not be any gaps upon re-opening.</p>	
	<p>Review AAAHC / Joint Commission / CMS facility requirements to ensure all recurring tasks remain on track (e.g., eye wash station checks).</p>	
 <p>REGULATORY</p>	<p>Review ASCA's Checklist for regulatory considerations needed for your facility to remain in compliance given a closure. Visit the ASCA COVID-19 Resource Center to access the latest ASCA Checklist and other helpful resources curated by ASCA: https://www.ascassociation.org/asca/resourcecenter/latestnewsresourcecenter/covid-19</p>	