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# Ambulatory Surgical Centers (ASC) Change in Location Process

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## What is a Change in Location (CIL)?

When a facility's physical location moves, this is known as a change in location.



## How is a CIL requested?

In accordance with [Chapter 2](#) of the State Operations Manual (SOM), ASCs must file an application to request a change in location. All required materials can be found below or requested through the Bureau of Facility Standards at (208) 334-6626.

## What is included in the ASC CIL packet?

The CIL packet includes what must be submitted and approved by the Bureau of Facility Standards as follows:

1. ASC Request for Certification - [CMS form 377](#),
2. A Narrative Report Describing the Services to be Provided, which includes:
  - A Plan of Operation specific to the services to be provided (days and hours of operation, number of ORs in use, types of surgical procedures, adult, pediatric patients or both, etc.)
  - The effective date of the change in location.

## How do I complete the CIL request?

Please complete the CMS form 377 (item #1) above. Return it, and the narrative report, to the Bureau of Facility Standards. Please ensure that all questions are answered and that all hand-printed applications are clearly printed and easily readable.

## Where do I send my completed CIL materials?



The CIL materials can be submitted by mail and/or hand delivered.

**PLEASE KEEP A COPY FOR YOUR RECORDS.**

1. If you are mailing the CIL materials, mail to:

Department of Health and Welfare  
Bureau of Facility Standards  
P.O. Box 83720  
Boise, ID 83720-0009

2. If you are hand delivering the CIL materials, deliver to:

Department of Health and Welfare  
Bureau of Facility Standards  
3232 Elder Street  
Boise, ID 83705

**What happens after I submit my CIL materials?**

Bureau of Facility Standards staff will review the materials you submitted. If the materials are incomplete, or if there are questions, Bureau staff will contact you. Once the CIL materials have been approved and the Bureau of Facility Standards receives notification from the Medicare Administrative Contractor (MAC) that the [CMS-855B](#) has been approved, we will contact you to discuss if a survey will be necessary. **Please see below for additional information related to the CMS-855B.**

**How long will the CIL process take?**

The length of the ASC CIL process varies dependent upon multiple factors such as whether the submitted information is complete, additional information is needed, current work load, and the availability of resources necessary to complete the CIL review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

**How do I get paid for providing services?**

CMS requires the form CMS-855B, Medicare Application for Health Care Suppliers that will bill the MAC, be completed and forward it to the MAC for approval. The form CMS-855B can be accessed on the Internet or requested directly from your MAC:

[Medicare Provider-Supplier Enrollment](#)

Read the instructions on the web site and obtain the form by clicking on the version you will need for your computer.

Noridian Administrative Services  
P.O. Box 6726  
Fargo, ND 58108-6726  
(888) 608-8816

<http://www.noridianmedicare.com>

### **Additional information**

For additional information please access the web site and reference information below or contact the Bureau of Facility Standards at (208) 334-6626 or email questions to [fsb@dhw.idaho.gov](mailto:fsb@dhw.idaho.gov).

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