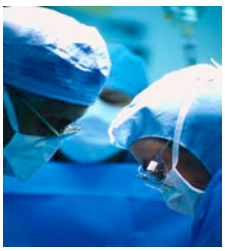
Ambulatory Surgical Centers (ASC) Facility Changes Process



What facility changes need to be reported?

Whenever a facility makes a change, including facility name changes, Administrator changes, changes in operational status (voluntary termination) and/or phone number and email address changes, the ASC is required to report the changes.

How do I report facility changes?

Change notification materials are located below, or requested through the Bureau of Facility Standards at (208) 334-6626.

What information is required for ASC facility changes?

The information required for submission is dependent on the changes taking place, as follows:

A. Phone number, email address changes and voluntary terminations: A cover letter is submitted with the new information and the date the change did or will occur.

B. ASC name changes and Administrator (delegated official) changes: A cover letter is submitted with the new information and the date the change did or will occur and an *ASC Request for Certification* - CMS form 377 is required.

C. Please refer to the specific process information on the Bureau of Facility Standards web site for information related to Changes in Location or Changes of Ownership.

How do I submit my facility change notifications?

1. Submit all required information to the Bureau of Facility Standards.

2. Please ensure that all information is included and that all

hand-printed materials are clearly printed and easily readable.

Where do I send my facility change notifications?

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

PLEASE KEEP A COPY FOR YOUR RECORDS.

1. If you are mailing the information, 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 information, deliver to:

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

What happens after I submit my facility change notification materials?

Bureau of Facility Standards staff will review the materials you submitted. If the information is incomplete or if there are questions, Bureau staff will contact you. Once the materials have been approved and the Bureau of Facility Standards receives notification from the Medicare Administrative Contractor (MAC) that your CMS-855B has been approved (as applicable), the Bureau of Facility Standards will process the information on to the CMS Region X Office, Seattle, Washington, for final review and approval. **Please see below for additional information related to the CMS-855B.**

How long will the facility changes process take?

The length of the ASC facility change process varies dependent on multiple factors such as whether or not the information is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the 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?

For all changes except phone number and email address changes, CMS requires ASCs complete the form CMS-855B, Medicare Application for Health Care Suppliers that will Bill the MAC, 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.

Bureau of Facility Standards Informational Letters

Bureau Letters related specifically to ASCs.

Centers for Medicare & Medicaid Services

Access the Centers for Medicare & Medicaid Services website at CMS Ambulatory Surgical Centers (ASC) Centers.