



# WHAT CAN QUAD A DO FOR YOU?

How to apply and prepare for accreditation



# ABOUT US

GLOBAL ACCREDITATION AUTHORITY

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QUAD A was established in 1980 to standardize and improve the quality of medical and surgical care in outpatient facilities and assure the public that patient safety is the top priority in an accredited facility. QUAD A now accredits thousands of international and domestic facilities, making it one of the largest not-for-profit accrediting organizations in the United States. Physicians, clinicians, legislators, state and national health agencies and patients acknowledge that QUAD A sets the “gold standard” for quality patient care.

QUAD A programs include outpatient surgical, procedural, oral maxillofacial, pediatric dentistry, international surgical, rehabilitation and dental. QUAD A is also approved by the Centers for Medicare and Medicaid Services (CMS) to accredit ambulatory surgery centers, rehabilitation and outpatient physical therapy agencies, as well as rural health clinics. Details about each program may be found at [Quada.org](http://Quada.org).

Accreditation represents a high level of attention to the details that make an ambulatory medical facility safer. QUAD A has developed stringent, nationally recognized standards that are continuously reviewed and revised as new developments occur. Patient safety is never compromised when standards are amended.

*For more information, visit [Quada.org](http://Quada.org) or Facebook, LinkedIn and Twitter.*



# SUCCESS STORY

GLOBAL ACCREDITATION AUTHORITY

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In December 2014, QUAD A International accredited Orbis, a leading global non-governmental organization (NGO) that works to eliminate avoidable blindness. Orbis prevents and treats blindness through hands-on training, public health education, improved access to quality eye care, advocacy and partnerships with local health care organizations.

The Orbis Flying Eye Hospital (FEH) is a fully equipped mobile teaching hospital. On the outside, the plane is like most other aircraft. Inside, it's like no other. It hosts an ophthalmic hospital and teaching facility right on board.

More than 285 million people around the world are visually impaired. It is estimated that 90 percent of those with visual impairment live in developing countries where there is limited access to health care.

To earn its accreditation, Orbis passed inspection of hundreds of important criteria concerning patient safety, the same criteria used to evaluate first class outpatient facilities in the United States and globally.

QUAD A develops accreditation programs to standardize and improve the quality of medical and surgical care in outpatient facilities and assures the public that patient safety is a top priority. All accredited clinics must pass inspection of all practice standards in the following categories:

- **General environment and safety**
- **Operating room environment**
- **Policies and procedures**
- **Recovery room environment**
- **Blood and medications**
- **Medical records**
- **Quality assessment**
- **Personnel and staff**
- **Anesthesia**

*For more information, call toll free at 1-888-545-5222 (Mon-Fri) or visit [Quada.org](http://Quada.org) or Facebook, LinkedIn and Twitter.*



# WHAT TO EXPECT

GLOBAL ACCREDITATION AUTHORITY

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## Regular or Medicare Ambulatory Surgery Centers or International Accreditation

Below is a list of documentation needed in order to process the QUAD A application for Regular Surgical, OMS, Procedural and Medicare Surgical. Requirements are the same for international facilities but may be subject to certain national regulations depending on the location.

All documentation will be reviewed within *10 business days* of receipt. A facility representative will be contacted if additional documentation is needed.

### MATERIALS NEEDED TO ACHIEVE ACCREDITATION:

1. QUAD A application form with payment
2. A floor plan of the facility (*does not need to be to scale and must clearly identify each room purpose and dimensions*)
3. Facility identification form signed by medical director
4. Current staff identification form
5. Facility Director's Attestation signed by medical director
6. Copy of each physician/surgeon state medical license
7. Copy of each physician/surgeon board certificate or letter of admissibility by the certifying board
8. A current copy of the delineation of hospital privileges for each physician/surgeon (*must state the department of surgical specialty and list the procedures that may be performed at the hospital*)
9. HIPAA Business Associate Agreement signed by medical director
10. Authorization to Release form completed and signed by each physician/surgeon
11. 6 Random Case Reviews if your facility has already started performing procedures under anesthesia
12. For Medicare participants only: Copy of a letter stating that Medicare 855B was approved

*For more information on necessary forms visit [QuadA.org](https://www.QuadA.org)*



# WHAT TO EXPECT

GLOBAL ACCREDITATION AUTHORITY

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## Rehabilitation, Physical Therapy, Occupational Therapy or Speech Language Pathology Programs

Below is a list of documentation needed in order to process an application. All documentation will be reviewed within *10 business days* of receipt. A facility representative will be contacted if additional documentation is needed.

### MATERIALS NEEDED TO ACHIEVE ACCREDITATION:

1. Application Form with payment
2. Floor plan for facility
3. A copy of each therapist and therapist assistant State Professional License
4. Authorization to Release Information Form signed by each clinician on staff
5. HIPAA Business Associate Agreement
6. Facility Identification Form
7. Staff Identification Form
8. Clinic Administrator's Attestation Form
9. QUAD A Medicare RA/OPT Accreditation Agreement
10. Copy of a letter stating that Medicare 855A was approved
11. Clinic administrator's professional license or resume

*For more information on necessary forms visit [QuadA.org](https://www.QuadA.org)*



# WHAT TO EXPECT

GLOBAL ACCREDITATION AUTHORITY

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## Rural Health Clinic Accreditation

Below is a list of documentation needed in order to process the QUAD A Medicare application for rural health clinics. All documentation will be reviewed within *10 business days* of receipt. A facility representative will be contacted if additional documentation is needed.

1. QUAD A Medicare application form with payment
2. Floor plan of clinic
3. Copy of professional licenses for each physician and midlevel practitioners
4. HIPAA Business Associate Agreement
5. Facility Identification Form
6. Staff Identification Form
7. Clinic Director Attestation
8. Authorization to Release form for each physician, P.A. and practitioner
9. Copy of a letter stating that Medicare 855A was approved
10. 30 Day Schedule for each provider
11. Validation of current Health Professional Shortage Area Designation (*HPSA*) or Medically Underserved Area (*MUA*) letter or web posting
12. Validation of non-urbanized area by the U.S. Census Bureau or Governor's Designation Letter
13. Clinic State License Certificate (*if in a state that requires licensure*)
14. QUAD A Medicare RHC Accreditation Agreement

*For more information on necessary forms visit [Quada.org](https://Quada.org)*



# OUR SURVEYORS

GLOBAL ACCREDITATION AUTHORITY

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QUAD A surveyors are peers to the professionals in the facilities they survey. They are trained medical professionals dedicated to the peer-based accreditation process that has given our program national and international recognition as the gold standard in accreditation. Through periodic QUAD A training, they maintain certification and provide information critical to performing high quality surveys.

QUAD A surveyors conduct thorough, consistent surveys by evaluating each facility as a whole through observation, staff and patient interviews and assessment of each standard to determine compliance or non-compliance.

**QUAD A facility surveyors follow a regimented procedure to survey a facility in the following categories:**

- **Personnel**
- **Medical Records**
- **Disaster Preparedness**
- **General Safety**
- **Quality Assurance**
- **Clinical Practices**

Quality improvement methods and periodic assessment is key to maintaining the integrity of the accreditation programs. Surveyors are an integral part of the QUAD A accreditation process. QUAD A consistently evaluates its surveyors through an ongoing quality assurance process that incorporates facility feedback, objective performance metrics and random validation surveys. Surveyors must remain in good standing with QUAD A to continue performing surveys.

*"Our surveyor was very focused in his review, making sure to go over every aspect of QUAD A standards. His love of medicine and the well being of patients really showed. He gave us meaningful ideas to make our process more streamlined in the future."*

- Robert Mirabile, MD, Best Impression Surgical Center



# INT'L ACCREDITATION

GLOBAL ACCREDITATION AUTHORITY

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The QUAD A International program surveys and accredits clinics that exceed superior standards. Globally, there is a growing need and demand for uniform standards and practices to ensure quality health care and patient safety. QUAD A International is an accreditation program attesting to the medical and dental community and the general public that a facility meets internationally recognized standards.

QUAD A has earned accreditation by **The International Society for Quality in Health Care (ISQua)**, known as the *"accreditor of accreditors."* ISQua accreditation of our standards provides evidence to ministries of health, patients and health providers that the facilities using the QUAD A standards meet international requirements. ISQua's mission is to inspire, promote and support continuous improvement in the safety and quality of health care worldwide. ISQua features a network that spans 100 countries and five continents.

QUAD A accreditation is earned following an external survey and requires continuous quality improvement. QUAD A's international standards focus largely on the clinical capacity and effectiveness of facilities being assessed. Surgeons and dentists who understand local customs and cultures are the ones who perform international surveys.

Regardless of the language you speak, the size of a facility, specialty or location, our common denominator is patient safety. QUAD A requires 100 percent compliance with all its accreditation standards. If a clinic fails to meet any standard, it must correct the deficiency or risk denial or loss of accreditation. Patients can be confident that clinics meet the same standards for safety all over the world. The QUAD A international program currently accredits clinics in 15 countries.

**Specific international programs include:** Surgical centers, Outpatient Physical Therapy agencies, and Dental clinics.





# TOP 5 KEYS TO SUCCESSFUL ACCREDITATION

## 1. Choose the right accreditation organization.

QUAD A is unique among accrediting agencies in protecting patients in an office-based surgery (OBS) setting.

### QUAD A REQUIREMENTS:

- a. Requires surgeons to be board certified and have hospital privileges for any procedure that is performed.
- b. Requires the use of anesthesia professionals for deeper levels of anesthesia.
- c. Requires safe surgical environment, equipment, drugs, etc. through specific standards.
- d. Holds office-based surgery settings to hospital standards.
- e. Requires peer review (peer oversight) and tracks data (complications, mortalities, etc. with extensive data covering more than 12 million procedures).

## 2. Utilize the organization's resources.

QUAD A provides facilities with a Standards and Checklist booklet and necessary forms to complete a successful application. QUAD A also supplies self-survey and resurvey materials.

## 3. Think like a patient.

Patient safety was paramount in the mindset of the QUAD A founding members and continues to be the beacon of light that guides the organization today.

## 4. Maintain accurate and up-to-date medical records and personnel files.

QUAD A accreditation requires current information regarding physician licenses and privileges.

## 5. Actively participate in the onsite survey.

Prepare for onsite surveys with operational discipline, attention to detail and focus on the patient. Welcome a surveyor and answer questions in a friendly and professional manner.

# FREQUENTLY ASKED QUESTIONS

**What is accreditation?** Accreditation is a process that allows facilities to demonstrate that they meet or exceed the requirements and standards established by QUAD A. Being accredited by QUAD A attests to your facility's dedication to making patient safety its number one priority. An accredited facility must comply with the most stringent set of applicable standards. An accredited facility will be fully equipped to perform procedures in the medical specialty or spe

**How do we achieve accreditation?** To achieve QUAD A accreditation, a facility must comply with 100% of the standards in all categories of QUAD A standards. Upon approval, an accredited facility must prominently display its accreditation certificate in a public area.

**How do we maintain accreditation?** An accredited facility must be re-evaluated through a self-survey, an onsite survey every three years and comply with all QUAD A accreditation standards.

**How long does it take to become accredited after we apply?** Once your paperwork is complete and your floor plan has been approved, the QUAD A staff can usually secure a surveyor to evaluate your facility within 30 days. For Medicare Surgical accreditation, an additional Life Safety Code inspection must be performed prior to the QUAD A Medicare inspection and QUAD A cannot guarantee a survey within 30 days. Once completed, all new facilities are sent to an accreditation committee for approval. After approval has been granted, accreditation will be activated and the facility will be notified. Statistically, most facilities fully achieve accreditation 90 to 150 days after submitting an application.

**How much does it cost to apply for accreditation?** Prices vary, based on facility size and number of specialists. A complete fee schedule may be found online.

**If I have other questions not listed here, how can I get the answer?** QUAD A staff are available to answer your questions from 8 am to 4:30 pm CST toll free at 1-888-545-5222 Monday through Friday.