

ACS NSQIP® ENROLLMENT CHECKLIST

This checklist will help interested hospitals prepare for enrollment in ACS NSQIP. Following these guidelines will facilitate a streamlined process and understanding of ACS NSQIP participation requirements.

Please ensure that *all steps* are met before submitting an application.

Schedule an ACS NSQIP webinar

Highly recommended prior to enrollment for key administrative stakeholders. To schedule a webinar, please e-mail ascnsqip@facs.org or contact an ACS NSQIP Business Development Representative.

Determine your hospital's annual surgical case volume

What is your hospital's annual surgical case volume (the number of surgical procedures performed annually)?

Helpful Hints:

- ◆ Check with your Surgical Services Department.
- ◆ You will need to know your hospital's annual surgical case volume to complete the next step.

Use the Surgical Clinical Reviewer (SCR) Calculator to determine the Full Time Employee (FTE) requirement

The SCR Calculator determines your hospital's additional staffing needs, required annual surgical case volume, and number of cases to collect per cycle based on your hospital's annual surgical case volume and the program option you choose. To access the SCR Calculator, visit <https://www.facs.org/scrcalculator>.

Helpful Hint:

- ◆ For more information about the Surgical Clinical Reviewer's role, visit <https://www.facs.org/quality-programs/acs-nsqip/program-specifics/hospitalreq>.

Select your program option and the type of data you want to collect

Information about ACS NSQIP program options is available at <https://www.facs.org/quality-programs/acs-nsqip/program-specifics/progoptions/>

Helpful Hint:

- ◆ Clinical data abstracted using CPT codes.
- ◆ All medical records must be documented in English.

Follow your internal hospital procedure(s) for participation in ACS NSQIP

Helpful Hints:

- ◆ Obtain budget approval.
- ◆ Obtain approval to hire a Surgical Clinical Reviewer (SCR).

Appoint your Surgeon Champion

The Surgeon Champion provides leadership and supports the facility's participation in ACS NSQIP to achieve the highest quality surgical care. For more information about the Surgeon Champion's role, visit <https://www.facs.org/quality-programs/acs-nsqip/program-specifics/hospitalreq>.

Submit a completed application

Submit a completed ACS NSQIP application at <https://www.facs.org/quality-programs/acs-nsqip/joinnow/application>.

Once we receive your application, an ACS NSQIP representative will be in contact with you regarding the Participation Agreement and annual participation fee.

FOR MORE INFORMATION, PLEASE CONTACT:

Gina M. Pope, RN, CNOR, Business Development Representative, ACS NSQIP
E-MAIL: gpoppe@facs.org • PHONE: 312-202-5607

Susan Chishimba, RN, Business Development Representative, ACS NSQIP
E-MAIL: schishimba@facs.org • PHONE: 312-202-5441

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