

	Yes	No	Explanations or Comments
ASIPP/SIPMS ASC PROCEDURE SUITE OPENING CHECKLIST			
<b>A checklist to help you as you reopen your surgery center for elective cases during the Covid 19 Pandemic:</b>			
<b>General:</b>			
Has your state opened up and allowed you to proceed with doing elective interventional pain management procedures in the ASC setting?			
Has your local department of health and board of medical licensure allowed you to proceed with ambulatory Surgery?			
Do you have a protocol to maintain appropriate social distancing?			
Do you check temperatures of staff and patients and assess for symptoms of staff and patients to make sure they are not likely to have Covid 19?			
Are you required to contact your local health department of opening date?			
Have you assessed your staff for recent exposure or travel to Covid- 19 hotspots?			
Have you trained your staff on what to do in the event of possible exposure?			
Have the informed the following people of the plan and protocol to reopen?			
- medical staff			
- staff			
- anesthesia			
- physicians' offices/schedulers			
- vendors			
Will you be risk stratifying your patients?			
Will you be disclosing the extra risks having the procedure done at this time may pose to the patient?			
Have you confirmed the protocol to transfer the patient to a facility in the event of a complication or confirmed your transfer agreement.			
Have you changed your work hours?			
Have you updated your website if applicable due to any change in service or hours?			
Have you had a staff meeting or training to discuss with the staff on how to handle COVID 19 cases?			
Have you confirmed anesthesia or sedation nurse coverage if needed?			
Is your post procedure area able to adequately provide social distancing?			
Did you update your cleaning policy to make sure you have properly terminally cleaned the facility and have a plan in place to manage sterilization in the event of a exposure to a positive patient?			

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Are the phones working properly?			
Is your internet working and operational?			
Have you confirmed your EMR/Charting system is ready?			
Do you have a plan for biohazard waste?			
Do you have adequate supply of clean linens?			
Do you have adequate PPE for staff?			
Are you able to provide masks to patients who request to wear one?			
Have you reviewed handwashing protocol with your staff?			
Do you have signage or education to patients on frequent handwashing or infection prevention recommendations?			
Do you have hand sanitizing options available for patients and staff?			
Have you taken an inventory to make sure you have an adequate supply of medications for procedures?			
Do you have all the equipment and supplies needed to perform procedures?			
Have you checked to make sure your supplies are NOT expired?			
Have you checked to make sure your autoclave is operating properly if applicable?			
Do you have a protocol to send a patient for testing if they are symptomatic?			
<b>Clinical Operational Check List:</b>			
Do you have a system to follow up with patients after the procedures?			
Do you have a plan in place if one of your physicians or employees develops COVID 19?			
Have you had a preopening meeting to discuss expectations and new protocols?			
Do you have a policy in place to reschedule patients who may be vulnerable to COVID 19 sequelae?			
Is your business insurance current?			
Is your malpractice insurance current?			
Do you have a plan for limiting family or support people to come to procedure appointments?			
Do you have a plan to discuss the procedure with family/support people of the patient?			
Have you confirmed pulse ox, BP cuffs, and any applicable patient monitors are fully functional?			
Do you have appropriate discharge instructions for the patient?			
Have you scheduled your patients far enough apart for social distancing?			
Did you adjust your waiting room to space out your chairs enough for social distancing?			
Did you remove all toys, books and magazines from the waiting area?			
Do you have a plan to clean surfaces, keyboards, and other highly trafficked areas?			



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