

Initial Steps in New Construction ASC

1. MDH receives the application and fee to our administration support staff.
2. The administration support staff then forwards the application and fee to the deposit team.
3. The deposit team then applies the payment.
4. The administration support staff scans the application into the federal licensing daily mail folder.

Initial Steps in New Construction ASC

5. A Credentialed is assigned the application and assigns a Health Facility ID Number (HFID).
6. The Credentialed then sends a notification referral to Engineering, MN Fire Marshal, and the Health Supervisor for Ambulatory Surgical Centers to notify them of the upcoming new ASC and the anticipated date of opening.
7. Engineering reviews the plans and makes corrections, etc. until plans are approved.

Initial Steps in New Construction ASC

8. The Fire Marshal's office then received the go-ahead from the administration support staff to perform a Life Safety Code survey and engineering will conduct an inspection at the same time. Depending on the results of the survey and inspection, items may need to be fixed or they issue their clearance and submit their paperwork to the administration support staff.
9. The administration support staff then notifies the Health Supervisor to conduct the Health final portion of a State initial licensing walk through.

*Note: the ASC must be fully operational for MDH to conduct the initial licensing walk thru (Everything from instruments, to surgical supplies, contracts, Emergency Preparedness, credentialing of physicians and staff, etc.. All items MUST be completed before we can do a Health walkthrough). Routine surveys for Tier 1 work are booked 1 calendar month in advance per CMS requirements, so MDH works with trained ASC staff to check their availability of their schedules. Sometimes this can take a few weeks to get scheduled. Average is two weeks from the time MDH gets notified to the walkthrough being completed.

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10. Once a surveyor is assigned, they will reach out to you via email on a date and time to do your walkthrough, and documents they will be requesting be available upon entrance (This is the only time we announce a survey).
11. The Health team then conducts the initial licensing Health survey. Some things may require adjusting, or they recommend licensure and notify administration staff of the survey results based on Health survey.
12. Administration staff works to close the Health portion of the process and issues a license.
13. At this time, the ASC must work with an accrediting organization to perform the initial certification survey vs the State Agency, MDH.

MDH ASC MAIN PAGE

[Freestanding Outpatient Surgical Center Licensing - MN Dept. of Health \(state.mn.us\)](https://state.mn.us)

On this page:

- Federal certification process for Ambulatory Surgical Centers: for additional information and forms required for participation as a Medicare-certified Ambulatory Surgical Center.
- Other Required forms and documents.
- Related statutes and rules.
- Contact Information

Questions? Contact the Licensing and Certification Program:

Mailing Address:
Minnesota Department of Health
Health Regulation Division
P.O. Box 64900
St. Paul, MN 55164-0900

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Fax: 651-215-9697
Email: health.hrd-fedlcr@state.mn.us