



AMBULATORY SURGICAL FACILITY STATE LICENSURE CHECKLIST

MANAGEMENT OF INFORMATION

The ambulatory surgical facility licensing regulations (the “Licensing Regulations”) are intended to improve patient outcomes and ambulatory surgical facility (“ASF”) performance through obtaining, managing, and using of information.¹ An ASF must:

- Provide medical staff, employees and other authorized persons with access to patient information systems, resources, and services;
- Maintain confidentiality, security, and integrity of information;
- Initiate and maintain a medical record for every patient assessed or treated, including a process to review records for completeness, accuracy, and timeliness;
- Create medical records that:
 - Identify the patient;
 - Have clinical data to support the diagnosis, course and results of treatment for the patient;
 - Have signed consent documents;
 - Promote continuity of care;
 - Have accurately written, signed, dated, and timed entries;
 - Indicate authentication after the record is transcribed;
 - Are promptly filed, accessible, and retained according to facility policy; and
 - Include verbal orders that are accepted and transcribed by qualified personnel;
- Establish a systematic method for identifying each medical record, identification of service area, filing, and retrieval of all patient’s records; and
- Adopt and implement policies and procedures that address:
 - Who has access to and release of confidential medical records in accordance with state law;
 - Retention and preservation of medical records;
 - Transmittal of medical data to ensure continuity of care; and
 - Exclusion of clinical evidence from the medical record.

¹ WAC 246-330-150.