

# *The ADA Group*



*We put your success first.*

Developing a freestanding ambulatory surgery center is a big undertaking for anyone. From the conception of the idea to the building of the building to the management of the hundreds of particles that must be managed during the construction process to assure that State Licensure, Medicare Certification and Accreditation occur in a timely manner, the task is daunting. The process is very time consuming and is filled with frustrations and headaches.

The ADA Group has been through this process hundreds of times since 1985, and is ready to take the headaches and frustrations away. Our work on more than 450 ambulatory surgical projects has provided us with the experience necessary to apply our expertise in an efficient and cost-effective manner.

Although The ADA Group typically begins at the design phase of a project, at any point in the ongoing development of an ASC, having us bring our unique programs and systems to the table would provide the highest level of achievement and success to any project.

*"We decided to hire an ASC expert architect. When I asked him who he would use as a consultant, he said "Anne Dean", she is the best!" Since I hired an expert, I decided to listen to him."*

*Phillip Payden, MD  
Laser & Surgical Eye Center  
Medford, Oregon*

***911 East Minnesota Avenue · DeLand, FL 32724  
(386) 736-6202 · FAX (386) 740-8474***

## *Our Services*

### Certificates of Need

Some states still have the requirement to prove need to get permission to build. This is commonly referred to as a Certificate of Need or "CON". We will research and prepare all documentation for submittal to the State and attend State hearings through to the granting of the CON. Other states require obtaining an exemption. We can assist you in the process of obtaining such a waiver.

### Financial Feasibility Studies

Utilizing your current caseload, we will analyze the feasibility of developing an ASC and project your caseload out five years. We will provide you with construction costs, equipment needs and costs, staffing patterns, projected revenues and expenses, projected cash flow statements, wage and salary assumption statements.

### Design Assistance

The design of the center is its foundation. Our "hands on" experience in nursing and ambulatory care is unsurpassed. We will develop a functional space program that has effective flow plans and traffic patterns while allowing adequate space for equipment and inventory stores, etc. We will then work with your architect to incorporate these ideas into the actual floor plan.

### Equipment Planning

Using our years of experience, we will work with you to distinguish what your equipment needs are and which items should be purchased new versus refurbished. From the floor plan, we will lay out and design a complete equipment plan for all areas. This plan considers the special needs of the facility, patient, staff and supply flow, regulations, standards and quality of care issues. We can also act as your purchasing agent and assure you the best pricing on the best equipment.

### Operating Systems

We recognize that your ASC's success depends on successfully developed systems. Our consultants work with you to set up and implement these systems, preparing you with the foundation you will need for successful licensure, certification and/or accreditation.

### *These systems include:*

#### Scheduling and Records

Scheduling procedures, maintaining required health information indices, procuring necessary data, assembling the health information chart, verifying insurance, performing chart reviews and filing.

#### Financial Structure

Establishing your fee schedule, case cost analysis studies, and preparing and reviewing budgets are some of the services that we offer.

### Inventory Control

Supplies can run 40% of your budget. ADA can set up inventory control systems to include par levels, ordering and receiving supplies systems and other processes to control supply costs are part of this package.

### Staff Training and Development

We establish staff training programs to meet federal regulations, this includes self-study inservices for all required areas. We train your staff in the distinctions of freestanding ambulatory healthcare and surgery centers. A comprehensive Competency program is provided. Our consultants will walk your staff through the entire patient stay process, rehearsing roles and distinctions.

### Quality Assessment/Performance Improvement

Our QA/PI Program is nationally recognized. We provide you everything you need for quality assessment and performance improvement, while training your staff to make the seemingly complex simple. Your success depends on a complete and comprehensive quality QA/PI improvement program.

### Risk Management

Patient safety is essential. A sound risk management program is crucial to the success of the center and for the safety of all who enter. We establish, train and monitor this program for you. We provide Licensed Risk Managers, monitoring tools and regularly issued reports. We will oversee your incident reporting program and will perform risk assessments throughout the center.

### OSHA

Our complete Exposure Control program covers all blood borne pathogen and biohazardous requirements. We set up your system, train your staff to implement it, and then monitor all tools and surveys to assure your compliance.

### Policies & Procedures

A complete and comprehensive Policy & Procedure program must reflect all rapidly changing rules, regulations, laws and standards. ADA prepares customized policy and procedure manuals for you. These manuals are designed to meet all State and Federal regulations to include OSHA, ADA, CDC, EPA, Department of Labor, HIPAA, as well as Licensure, Certification and Accreditation agency's standards and guidelines.

### Regulatory Compliance Program

The need for ongoing updates due to changes in laws, standards and regulations is what created our Regulatory Compliance Program. This program provides ongoing, semi-annual, and annual staff training and updates to maintain compliance effectively.



## Why Should You Hire The ADA Group?

As you can see, there are many aspects to the successful operation of an ASC. We have spent the past eighteen years updating and perfecting our programs to meet the ever changing needs of our industry. We are ready to help you with whichever mix of services meet your unique needs. Our expertise will save you time, money and frustration . . . We guarantee it!

Please call us to discuss your project and your specific needs.

**Anne Dean** is the founder of The ADA Group. Her interest in developing ambulatory surgery programs began in 1975, while at Medical Center Hospital in San Antonio, Texas, where she developed a complete phased development program for ambulatory surgery and her first free-standing ambulatory surgery center at Southwest Texas Methodist Hospital. Over the next ten years, she consulted on ASC development projects on the side, while working as the director of several ASC's. In 1985, what had been "on the side development projects" became a full time calling. Over the next thirteen years, Anne wrote numerous articles published in ASC periodicals and medical specialty magazines. She was featured in at least five textbooks and authored two books entitled "*Developing and Managing an Ambulatory Surgery Center*" and *Ambulatory Surgery All Systems Go*". She co-authored "*The Ambulatory Surgery & Outpatient Services Manual*" in the spring of 1997 and a second edition in 1998. Both are published by McGraw Hill. It was Anne's early entrance onto the ASC development stage and impact over the long run that now has her known as one of the "guru's" of ambulatory development.

**Stephanie Dean Cowan** is the co-founder of The ADA Group and has been involved in the development of ASC's since 1985. Stephanie is a licensed risk manager and provides those services to the ADA clients. Her hands on training by Anne Dean, as well as her experience in dealing with space design, equipment planning and systems development over the past eighteen years provides your project with unsurpassed resources for success. Stephanie is a master at credentialing, providing that service to many of the ADA clients. In addition, she assists clients in the development of their policies, forms, brochures, and personnel and medical staff files.

*"Anne Dean provided indispensable guidance in obtaining Medicare Certification and we can only recommend her with the highest acclaim."*

*Charles Eby, MD  
Dermatologic & Cosmetic Surgery Center  
Ft. Myers, Florida*

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