



LEARNING CENTER

A Day In The Life Of An ASC Admin



Emily Spooner

President

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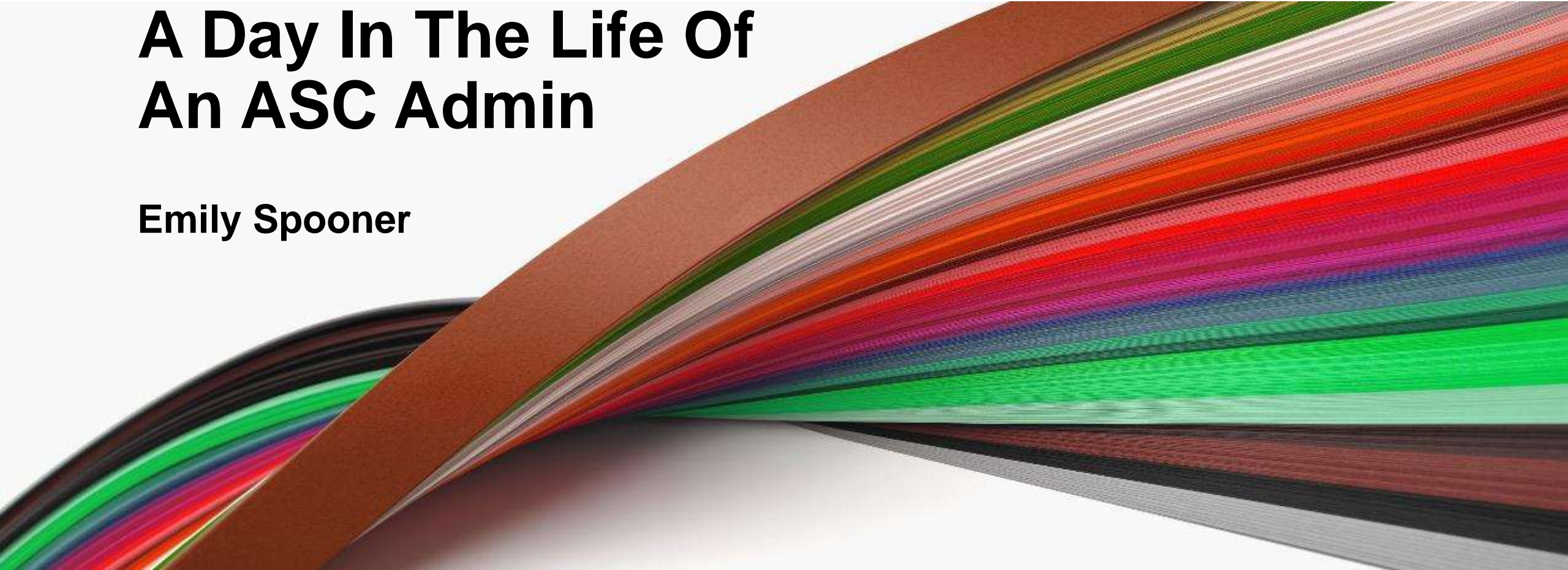
Soth Florida Same Day Surgery Center



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Clinical Operations

- Quality Patient Care
- Patient Flow
- Patient Safety
- Risk Management
- Pre-op Testing



Physical Plant

- Life Safety
- Generator
- Temperature Control



Business Office

- Surgery Scheduling
- Billing
- ALL Revenue Cycle Management
- Accounts Payable
- Accounts Receivable



Materials Management

- Case Costing
- Vendor Negotiations
- Contracts
- Ordering Supplies
- Purchase Orders, Receive Supplies
- Invoicing



Administration



- Physician Relationships / Recruitment
- Medical Executive Committee
- Governing Body Board Meeting
- Human Resources
- Staff & Anesthesia Scheduling
- Credentialing
- Accreditation / License Management
- Maintaining All Regulatory Compliance



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