



ASC PROFILE AND ACCREDITATION UPLOAD INSTRUCTIONS



TABLE OF CONTENTS

How do I log into the ASC Dashboard? 3

After I log in, what do I do? 4

How do I edit the ASC Profile?..... 4

How do I Upload Accreditation Certificate? 10

HOW DO I LOG INTO THE ASC DASHBOARD?

You will need your ASC's 16-digit security code. If you do not have your ASC's security code, download the Security Code Request Form on the [ASC Security Code webpage](#).

Once you have your 16-digit security code, visit <https://survey.leapfroggroup.org/login/asc>.

Important Notes:

- Do not include spaces in either field.
- Only one person can be logged into the Dashboard at a time.
- The confirmation email you receive for submitting an ASC Survey 2.0 will be sent to the address you enter on the login page so check for typos before logging in.
- Look out for important announcements on the login page regarding ASC Dashboard maintenance and downtime.

LEAPFROG
ASC
PUBLIC REPORTING PROGRAM

01:26 PM (ET)

To log in to the ASC Dashboard and ASC Survey 2.0, please provide your ASC's 16-digit security code.

Security Code [Need a security code?](#)

Your Email Address

For ID purposes, in case others attempt to log in to the survey while you are logged in.

Login

Welcome to the ASC Dashboard and Leapfrog ASC Survey 2.0 login page.

Before beginning a Survey, review measure specifications, endnotes, and FAQs in the hard copy of the Survey [here](#).

[Contact the Help Desk with any questions.](#)

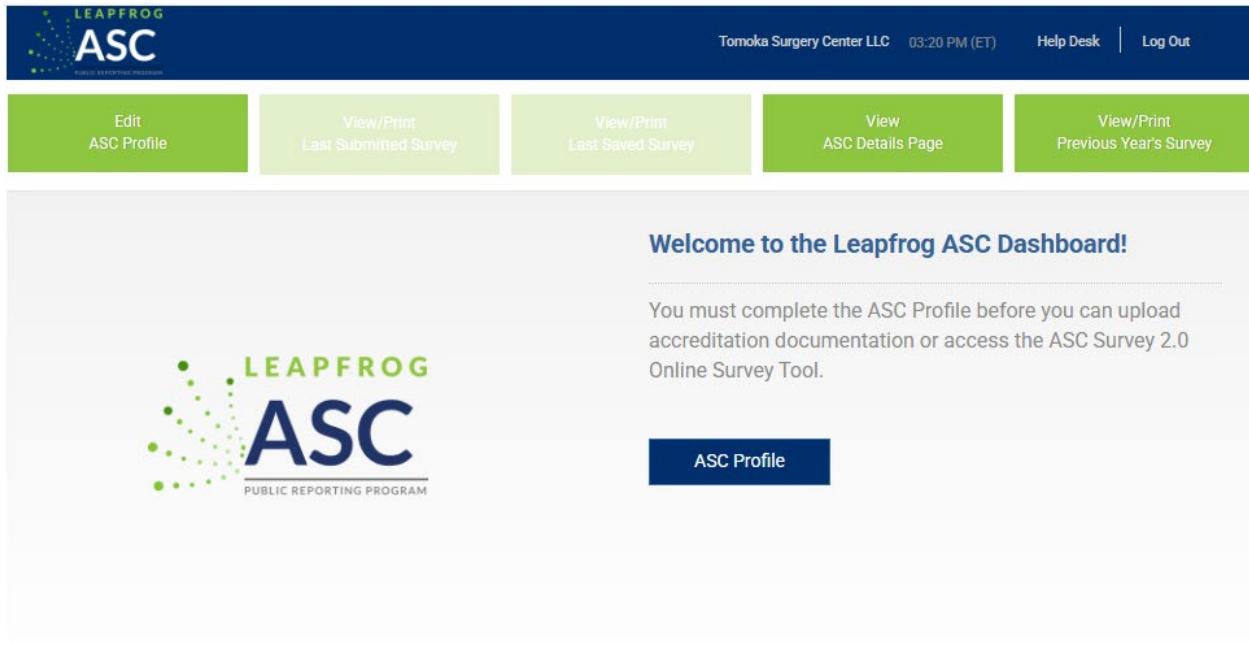
[Oops! Are you a Hospital?](#)

AFTER I LOG IN, WHAT DO I DO?

After you log in to the ASC Dashboard, you can complete/edit the ASC Profile and upload your Accreditation Certificate from the Accreditation Association for Ambulatory Health Care (AAAHC) or Joint Commission (JC) and complete the Affirmation of Accuracy.

Important Notes:

- *If you did not submit a 2025 Leapfrog ASC Survey, you will not be able to access the Details Page or Previous Year's Survey functions.*
- *If you do not submit a Leapfrog ASC Survey 2.0, you will not be able to access the View/Print Last Saved or Submitted Survey functions.*



ASC PROFILE

The information below matches the ASC Dashboard exactly, and allows you to preview the fields that you will need to complete to finalize the ASC Profile and upload your accreditation certificate.

Facility Information

Facility Name	CMS Certification Number (CCN)¹ If the CCN displayed in the ASC Profile is not correct, contact the Leapfrog Help Desk immediately.
	Does your facility share this CCN with another facility?
	<input type="radio"/> Yes <input type="radio"/> No
	NHSN ID²
	Federal Tax Identification Number (TIN)³
	National Provider Identifier (NPI)⁴ If the NPI displayed in the ASC Profile is not correct, contact the Leapfrog Help Desk immediately.
	Does your facility share this NPI with another facility?
	<input type="radio"/> Yes <input type="radio"/> No

Demographic Information

Physical Address (used for public reporting)	Mailing Address (used to send important communications)
Street Address	Street Address or P.O. Box
City	City
State	State
Zip Code	Zip Code
Zip Code Suffix	Zip Code Suffix

Main Phone Number
Facility Website Address ⁵
(so consumers can learn more about your facility's efforts in the area of patient safety and quality improvement)

Contact Information

Administrator	Chairperson of the Board
Prefix (e.g., Mr., Ms., Mrs., Dr., etc.)	First Name
First Name	Last Name
Last Name	
Title (e.g., Administrator, Director, etc.)	
E-mail Address (required for emailing of security codes and Top ASC notification)	

Primary Survey Contact	Secondary Survey Contact
First Name	First Name
Last Name	Last Name
Title	Title
Phone Number	Phone Number
Phone Number Extension	Phone Number Extension

E-mail Address	E-mail Address

Public Relations Contact (required so that Leapfrog may provide information on Leapfrog accolades, such as Top ASC notification, and announcements)
First Name
Last Name
Phone Number
Phone Number Extension
E-mail Address

Affiliation/Management Company Information

Name of Affiliation/Management Company⁶ If the name displayed in the ASC Profile is not correct, contact the Leapfrog Help Desk immediately.
Affiliation/Management Company Contact First Name If your facility does not have an Affiliation/Management Company Contact, input your Primary or Secondary Survey Contact information.
Affiliation/Management Company Contact Last Name
Affiliation/Management Company Contact E-mail Address

Affiliation/Management Company Public Relations Contact <small>(required so that Leapfrog may provide information on Leapfrog accolades, such as Top ASC notification, and announcements)</small>
Affiliation/Management Company Public Relations Contact First Name
Affiliation/Management Company Public Relations Contact Last Name
Affiliation/Management Company Public Relations Contact Phone Number
Affiliation/Management Company Public Relations Contact Phone Number Extension
Affiliation/Management Company Public Relations Contact E-mail Address

<p>Opt-Out</p> <p>Opt-out of having information in the "Contact Information" subsection shared with third parties.</p>	<p><input type="checkbox"/> Opt-out</p>
---	---

Specialty

Which types of procedures does your facility currently perform?

Select all that apply.

Cardiothoracic Surgery, Oral and Maxillofacial Surgery, Pain Management, Podiatry, and Vascular Surgery apply to adult patients only. All other surgical specialties apply to adult or adult/pediatric patients.

Your selection(s) of procedure categories below will be used in our procedure-based search tool at ratings.leapfroggroup.org.

- Cardiothoracic Surgery
- Gastroenterology
- General Surgery
- Neurological Surgery
- Obstetrics and Gynecology
- Ophthalmology
- Oral and Maxillofacial Surgery
- Orthopedics
- Otolaryngology
- Pain Management
- Plastic and Reconstructive Surgery
- Podiatry
- Urology
- Vascular Surgery

HOW DO I UPLOAD MY FACILITY'S ACCREDITATION CERTIFICATE?

Facilities with active accreditation through the AAAHC or JC can be scored and publicly reported as “Achieved the Standard” for the five (5) measure listed below by following the instructions below to upload proof of their accreditation.

- Clinicians Certified in Advanced Life Support Always Present,
- Use of a Safe Surgery Checklist,
- Medication and Allergy Documentation,
- Leadership Structures and Systems to Support Patient Safety, and
- Identification and Mitigation of Patient Safety Risks.

Instructions:

1. Select the “Upload File” button in the ASC Profile.
2. In the “Upload File” prompt window, click “Choose File” and select your accreditation certificate in the File Explorer.
3. After selecting your file, click “Open” in the File Explorer, complete affirmation, then click “Upload.”
4. After selecting “Upload” confirm that your accreditation certificate has been uploaded successfully by verifying a green banner and check box are shown in the prompt window indicating “File for Facility Name has been uploaded” and your accreditation certificate can be downloaded by clicking the hyperlinked file name.
5. Close out of the “Upload File” prompt window by clicking the “X” in the top right corner.

Note: Files can be replaced by following steps 1-2 to open the “Upload File” prompt window, clicking “Replace” and then following steps 3, 4, and 5 to select and upload a new file.

QUESTIONS AND AFFIRMATION OF ACCURACY

<p>Which accreditation does your facility currently have?</p> <p><i>If “other,” your facility will be scored and publicly reported as “Not Available” for the five applicable measures.</i></p>	<ul style="list-style-type: none"> <input type="radio"/> The Accreditation Association for Ambulatory Health Care (AAAHC) <input type="radio"/> Joint Commission (JC) <input type="radio"/> Other
<p>Is your facility uploading a copy of your accreditation certificate from The Accreditation Association for Ambulatory Health Care (AAAHC) or Joint Commission (JC) in the ASC Profile?</p> <p><i>Instructions:</i></p> <ol style="list-style-type: none"> 1. Select the “Upload File” button in the ASC Profile. 2. In the “Upload File” prompt window, click “Choose File” and select your accreditation certificate in the File Explorer. 3. After selecting your file, click “Open” in the File Explorer, complete affirmation, then click “Upload.” 4. After selecting “Upload” confirm that your accreditation certificate has been uploaded successfully by verifying <u>a green banner and check box are shown in the prompt window indicating “File for Facility Name has been uploaded” and your accreditation certificate can be downloaded by clicking the hyperlinked file name.</u> 5. Close out of the “Upload File” prompt window by clicking the “X” in the top right corner. <p><i>Note: Files can be replaced by following steps 1-2 to open the “Upload File” prompt window, clicking “Replace” and then following steps 3, 4, and 5 to select and upload a new file.</i></p>	<ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No

Affirmation of Accuracy

As the administrator of the Ambulatory Surgery Center (ASC) or as an employee of the ASC to whom the ASC administrator has delegated responsibility, I have reviewed this information pertaining to Accreditation Status at our ASC, and I hereby affirm that this information is true, accurate, and reflects the current, normal operating circumstances at our ASC. I am authorized to make this affirmation on behalf of our ASC.

The ASC and I acknowledge that The Leapfrog Group, its members, the public and entities and persons who contract or have other business dealings with The Leapfrog Group are relying on the truth and accuracy of this information. The ASC and I also acknowledge that analyses and ratings The Leapfrog Group derives from this information will be made public on the Survey Results public reporting website and/or other Leapfrog Group published works, products and services. The ASC and I acknowledge that analyses and ratings derived from this information and all intellectual property rights related to those analyses and ratings shall be and remain the sole and exclusive property of The Leapfrog Group in which The Leapfrog Group retains exclusive ownership. I hereby affirm that this information does not infringe upon any third-party intellectual property rights or any other third-party rights whatsoever and is free and clear of all encumbrances and liens of any kind. The ASC and I acknowledge that The Leapfrog Group may license analyses and ratings derived from this information to other entities including researchers, not-for-profit entities, and for-profit entities, and the revenue from such licensure will be used solely to support The Leapfrog Group's not-for-profit mission. The ASC shall be liable for and shall hold harmless and indemnify The Leapfrog Group from any and all damages, demands, costs, or causes of action resulting from any inaccuracies in the information or any misrepresentations in this Affirmation of Accuracy. The Leapfrog Group and its members and entities and persons who contract or have other business dealings with The Leapfrog Group reserve the right to omit or disclaim information that is not current, accurate or truthful.

Affirmed by _____, the ASC's _____,
(First Name, Last Name) (Title)

On _____.
(Date)

ENDNOTES

¹ CMS Certification Number (CCN)

A CMS Certification Number (CCN) is issued by the Centers for Medicare and Medicaid Services (CMS) to financial reporting entities for the purpose of reimbursement. CCNs are ten digits; with the first two digits representing the state in which the facility is located. Facilities that do not receive Medicare reimbursement may not have a CCN and should not have a CCN reported in this field. Leapfrog pre-populates this field in the ASC Profile. If the facility's CCN is different from the one shown online, please contact the [Help Desk](#).

² National Health Care Safety Network (NHSN) ID

A NHSN ID is issued by the Centers for Disease Control and Prevention and is used as a unique identifier for facilities participating in NHSN surveillance activities. Each facility within a network, even if they share a CCN, must report separately to NHSN and should have their own NHSN ID if they are located separately. Please see the NHSN instructions available at <https://www.leapfroggroup.org/asc-program/join-asc-nhsn-group>. NHSN IDs are five digits. Leapfrog pre-populates this field in the ASC Profile for facilities that provided a valid NHSN ID, joined our NHSN Group for ASCs, and submitted the Leapfrog ASC Survey in 2019 or later. If the facility NHSN ID is different from the one shown online, please update accordingly.

³ Federal Tax Identification Number (TIN)

Enter the TIN that your facility uses for billing purposes. *The TIN is a nine-digit number (e.g., 098765432) and must conform precisely to this format – be sure to enter any leading 0.*

⁴ National Provider Identifier (NPI)

The NPI is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number of covered health care providers. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about health care providers, such as the state in which they live or medical specialty. If there is more than one NPI associated with your facility, please enter the NPI associated with the highest amount of charges for the most recent year. Leapfrog pre-populates this field in the ASC Profile. If the facility's NPI is different from the one shown online, please contact the [Help Desk](#).

⁵ Tips for entering Web addresses

This address becomes the link attached to your facility's name in the public release of Survey Results. Enter it exactly as you wish it to be and test it.

- Do not exit out of the ASC Profile to go to the Web page of interest while you are entering data into the Survey or some of your Survey entries may be lost.
- Instead, minimize (but don't close) the Survey window and any other windows that are open, then open your internet browser in a separate window. Find the Web page whose address you wish to enter and Copy/Paste the entire address into the Survey entry. **The http:// prefix needs to be included.**
- If entering the Web page address manually, be careful to type it correctly, without embedded spaces. Forward (/) or backward (\) slashes may be used. Don't forget the "www." if that is part of the address. **The http:// prefix needs to be included.**
- Make sure to use .org, rather than .com, if that's the domain for your facility's website.

⁶ Affiliation/Management Company

For the purpose of participating in the Leapfrog ASC Survey 2.0, some hospitals or health systems, health care networks, or management companies may want to coordinate Survey submissions among several facilities or ensure that communications regarding a facility's submission are shared with someone at the hospital, health system, health care network, or management company.

If your facility is part of an Affiliation/Management Company, Leapfrog pre-populates this field in the ASC Profile. If the information shown online is not accurate, please contact the [Help Desk](#).