

**OFFICE BASED SURGERY**

If you answered “Yes” to Question #13 on your Renewal Application you must complete this PCA-O form, and include it with your renewal application. Please refer to the Massachusetts Medical Society (MMS) Office Based Surgery Guidelines and Instruction Booklet when completing this form. The Office Based Surgery Guidelines have been endorsed by the Board and are available at the Board’s website at [www.massmedboard.org](http://www.massmedboard.org).

Please be advised that the Board will use the information on this form to evaluate office based surgery standards across the state of Massachusetts only. The Licensing staff will forward this form directly to the Patient Care Assessment (PCA) office where your name and license number will remain confidential and will not be used for any disciplinary purposes.

1. Please indicate your Office Facility Classification under the MMS Office Based Surgery Guidelines:

- Level I Office       Level II Office       Level III Office

2. If you indicate that you are a Level II or Level III Office please complete the following:

a) Provide the name of the Organization that accredited your practice:

\_\_\_\_\_

b) Provide a brief description of the types of surgery performed in your office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Do you have the Training required and defined in the MMS Office Based Surgery Guidelines for the Level of office surgery that you are performing (Level II or Level III)?       Yes     No

d) Do you have written policies and procedures for Emergency Care and Transfer; Medical Record and Anesthesia Care documentation; Infection Control and Patients’ Bill of Rights as required and defined in the MMS Office Based Surgery Guidelines?       Yes     No

e) Do you have written policies and procedures for compliance with applicable federal and state laws and regulations, and reporting adverse incidents to the Massachusetts Board of Registration in Medicine, as required and defined in the MMS Office Based Surgery Guidelines?       Yes     No

f) Do you have a written Performance Improvement Program as required and defined in the MMS Office Based Surgery Guidelines?       Yes     No

3. If you responded “No” to any of the questions noted above, please briefly explain your response.

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ License number: \_\_\_\_\_

**See frequently asked questions and description of Levels I, II and III on the attached instruction sheet**

**FREQUENTLY ASKED QUESTIONS  
REGARDING OFFICE BASED SURGERY- FORM PCA-0**

**Question #1:**

“If I only do simple office procedures like freezing warts for removal, suturing simple lacerations, bone marrow biopsies, and I&D, under local anesthesia, do I have to fill out the form?”

*Local Anesthesia is Level I. Thus, you need only check the Level I box and sign the form. You do not need to fill out the form in its entirety for the questions on the form are related to Level II and Level III Office Based Surgeries. The offices doing more than local anesthesia must determine what level they are and then fill out the form in its entirety. Guidelines for determining levels are available at: [www.massmedboard.org](http://www.massmedboard.org)*

**Question #2:**

“I work in an Emergency Department and I give conscious sedation, do I have to fill out the form?”

*The form is for office-based surgery. The Emergency Department is not an office; it is a department in a hospital. If the physician has a private office outside the Emergency Department, they need to fill out the form, and guidelines are available at: [www.massmedboard.org](http://www.massmedboard.org)*

**Question #3:**

“If I have a Massachusetts license, but practice outside Massachusetts, in another state, and that practice includes Level II or III office based surgery, do I have to fill out the form?”

*You only have to fill out the form if you perform office-based procedures in Massachusetts.*

**Question #4:**

“I work in an office based surgery practice, but I do not perform office based surgery. Do I have to fill out the form?”

*No, you do not need to fill out the form if you do not perform office based surgery or assist in the performance of office based surgery.*

**Question #5**

“I work in a diagnostic and treatment center and my friend works in an ambulatory surgery center, do we need to fill out the form?”

*You do not need to fill out the form if you perform procedures in a Massachusetts hospital, and/or diagnostic and treatment center, including ambulatory surgery centers. If you perform the Level I, II or III procedures in a private office at any time, you must fill out the form.*