

## SITE VISIT EXTENSION AND CANCELLATION POLICY

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### Site Visit Extension Policy

When extenuating circumstances affect center activity, a site visit extension may be appropriate. Valid reasons for extensions include, but are not limited to, the following:

- Natural disasters (hurricane, earthquake, tornado, flood, etc.)
- Blackouts/widespread power failure
- Other disasters, for example, fire

A site visit extension of 1-3 months will be granted upon request for the instances listed above. A longer extension may be granted based on mitigating circumstances.

Instances of family/medical emergencies involving the MBS Director, MBS Coordinator, and MBS Clinical Reviewer and subsequent requests for a site visit extension will be reviewed on a case-by-case basis, and an appropriate site visit extension will be granted when warranted.

The following circumstances **do not** warrant a site visit extension:

- Software conversion (EMR migration, etc.)
- Staff absence or resignation
- Delays in data abstraction/Registry access
- Standards non-compliance
- Pending inspections/site visits from other accrediting bodies (The Joint Commission, etc.)

Site visit extensions for these or similar reasons will not be accommodated.

The center's primary contact must submit all site visit extension requests via email to the MBSAQIP General Inbox:

- [mbsaqip@facs.org](mailto:mbsaqip@facs.org)      312-202-5565

The extension request must include details of the rationale for the extension request, a timeline for resolution of the underlying issue and center readiness, and possible alternative site visit dates. MBSAQIP will respond to all site visit extension requests within 3-5 business days. The MBSAQIP Accreditation Team will notify the assigned Site Reviewer in the event that a site visit extension is granted.

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### Cancellation Policy

MBSAQIP-Participating centers are strongly discouraged from canceling or postponing a scheduled site visit. If cancellation or postponement becomes necessary after the site visit date is scheduled, the center must notify the MBSAQIP General Inbox:

- [mbsaqip@facs.org](mailto:mbsaqip@facs.org) 312-202-5565

Please notify the MBSAQIP Team as soon as possible. The MBSAQIP Accreditation Team will notify the assigned Site Reviewer once the cancellation request has been confirmed. The center will be assessed a late cancellation fee of up to \$1,000 for each cancelled or postponed site visit. Cancellation or postponement of a scheduled site visit may also result in any of the following:

- The assignment of a new Site Reviewer
- The center's current Pre-Review Questionnaire for accreditation may be withdrawn
- The center's current accreditation may be lapsed

For further questions or clarification about these policies, please contact:

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312-202-5576