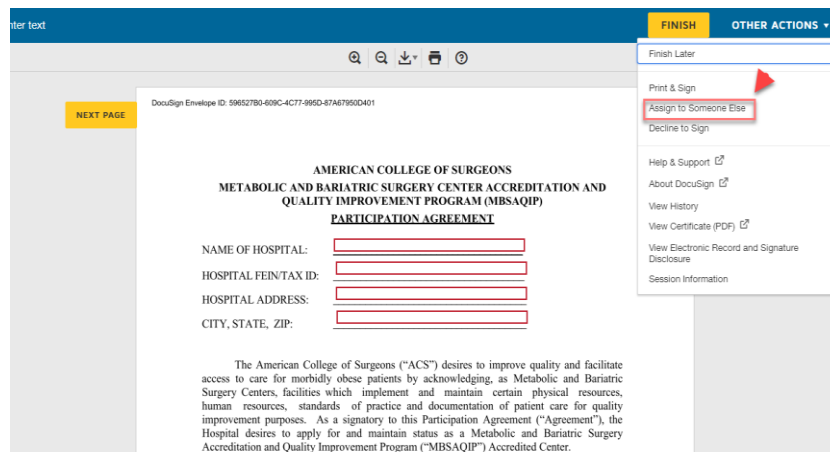


## Contracts & Agreements

### Who should sign the Business Associate Agreement (BAA) and Participation Agreement (PA) on behalf of our center?

The BAA and PA are contracts. They must be signed by someone at the institution with the authority to execute legally binding agreements. Speak to a direct supervisor regarding the execution of legal agreements at the facility. The agreements may need to be reviewed and/or signed by your facility's legal department.

Both agreements can be easily forwarded to someone else for signature through the DocuSign system:



### Our center's legal team would like to request changes to the Participation Agreement.

Contact your assigned MBSAQIP Program Coordinator. You will be issued a Word document version of the agreement. All requested changes must be made in the Word document version of the agreement using Track Changes and Comments. Submit the requested changes to your assigned MBSAQIP Program Coordinator.

The requested changes will be reviewed by the American College of Surgeons Legal Department. This process will take a minimum of 2-3 weeks.

Requesting changes to the Participation Agreement will delay the release of your center's Pre-Review Questionnaire (PRQ).

### Our center has submitted the agreements via DocuSign. What happens next?

The agreements will be countersigned on behalf of the American College of Surgeons/MBSAQIP. It can take several business days for agreements to be countersigned and fully executed.

## Pre-Review Questionnaire (PRQ)

### What is the Pre-Review Questionnaire (PRQ)?

The MBSAQIP PRQ was previously known as the MBSAQIP application.

The PRQ is an assessment of MBSAQIP Standards compliance. When completing the PRQ, the center will answer questions related to the MBSAQIP Standards and upload documentation supporting Standards compliance.

The PRQ will not be released until the center completes the following tasks:

- Payment of annual participation fee/outstanding invoices
- \*Update the site profile
- \*Select a MBSAQIP designation level
- \*Select site visit date availability
- Submit fully executed agreements

\*These tasks are completed through the [MBSAQIP Quality Portal](#).

## Contacts

### Why are my center's contacts important to MBSAQIP?

It is essential that MBSAQIP have complete contact information for all participating centers and all key personnel at each center, including the MBS Director, MBS Coordinator, MBS Clinical Reviewer, and any other crucial team members. Maintaining accurate and up-to-date contact information allows for consistent and continual communication between MBSAQIP and participating centers. Please ensure that MBSAQIP has complete contact information (including name, address, email, and phone number) for all key personnel at your center.

Adding new contacts and updating existing contact information is managed by the center through the [MBSAQIP Quality Portal](#):

Paul Jeffers

- Site Information
- Site Contacts**
- Site Profile
- Schedule Site Visit
- PRQ
- Site Visit History
- File Sharing
- Resources

This page allows the site to update site contacts based on their roles within the program.  
**Only authorized users are permitted to add and remove contacts.**  
**It is the responsibility of the center to notify MBSAQIP immediately if anyone with access to the site needs to be deactivated. Please contact us at [mbsaqip@facs.org](mailto:mbsaqip@facs.org).**

Name	Role	Phone	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Showing 1 to 7 of 7 entries

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## General Questions

### When will our center have a site visit?

Centers must submit a complete Pre-Review Questionnaire (PRQ) through the [MBSAQIP Quality Portal](#). The PRQ will be reviewed and approved for site visit by an assigned MBSAQIP Program Coordinator. Once approved for site visit, the center will be assigned a MBSAQIP Site Reviewer. The site visit date will be confirmed with the assigned Site Reviewer based on the center's pre-selected available site visit dates.

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### Standard 7.3 requires uploaded copies of our center's Annual Compliance Reports (ACRs). How can I locate my center's previous ACRs?

The center's ACRs must be submitted to MBSAQIP during the second and third years of the triennial reaccreditation cycle. Please remember to save copies of your center's submitted ACRs.

If you cannot locate your center's previously submitted ACRs, please contact your assigned MBSAQIP Program Coordinator, who may be able to assist in recovering your center's previous ACRs.

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### Can our center request a copy of our previous accreditation application?

**No.** MBSAQIP will not release accreditation applications from previous accreditation cycles. MBSAQIP has undergone many changes and transitions over the past 3 years- most notably the release of the 2019 Standards and the launch of the new MBSAQIP Quality Portal. The information provided in previous accreditation applications has no relevance to your center's current accreditation cycle and completion of the new Pre-Review Questionnaire (PRQ).

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### Can our center request a copy of our previous Accreditation Report?

**Yes.** The Accreditation Report is sent to the center after successful completion of a site visit. The Accreditation Report documents the findings of the site visit and the center's final accreditation status. Copies of previous Accreditation Reports can be requested by contacting your center's assigned MBSAQIP Program Coordinator.

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### The reporting timeframe calculated by the Application Data Template overlaps with our center's previous accreditation cycle. Is this correct? Should data from the overlapping months be included in this accreditation cycle?

**Yes.** Overlaps in data reporting are expected. Please include any overlapping data as requested. The overlaps are caused by variability in when the center's PRQ is released and completion timing of the Application Data Template. The reporting timeframe on the ADT was standardized in 2018. We expect minimal data overlaps in the future.