Request for Proposal Response
Considerations for Anesthesia Services

Topic	Consideration	Resource
Request for Proposal (RFP)	• If replying to an RFP, review and address the requested elements. • Each RFP may be unique. • Conduct a market analysis – is there a business case to be made? • Review mission, vision, and goals of the organization you are submitting the proposal to. • Review and meet submission deadlines.	• RFP Template*
Governance	• Describe your organization's mission and vision. • Describe your anesthesia group governing structure and process. • What is the nature of the relationship with the facility (e.g., exclusive anesthesia services agreement)? • What type of business entity will the services be provided by? 　• Is it established or does it need to be established? If not established, the CRNA/provider needs to incorporate in their state and develop an operating agreement (attorney required) 　• Registration with state Secretary of State Corporations division or similar state entity • Does the business entity have	• Anesthesia Services Agreement Checklist* • Anesthesia Services Agreement (template)* • Selecting a Business Entity* • SWOT Analysis* • Negotiation Negotiation Principles Considerations Checklist * • AANA Insurance Services • Martindale-Hubble Directory of Attorneys and Law Firms • AANA State Government Affairs 　• sga@aana.com 　• 847-655-1130 • AANA Professional Practice 　• practice@aana.com 　• 847-655-8870

	appropriate insurance (e.g., malpractice, vicarious coverage, general business liability, directors & officers, etc.)?	

Billing/Revenue Cycle Management	• Understand reimbursement rates in the markets you serve.
	• Review Local Coverage Determinations. (LCDs) (particularly for endoscopic anesthesia as carriers may have restrictive medical necessity policies)
	• Determine process for payer contracting and provider credentialing.
	• Describe billing and collections process for anesthesia services. (e.g., in-house, outsourced)
		• Anesthesia Billing Basics Considerations Checklist*
		• AANA Quality and Reimbursement
		• AANA Federal Government Affairs
		   • info@aanadc.com
		   • 202-484-8400

Facility Credentialing	• Facility application • Documentation requirements • Submission timeline • Re-credentialing process and timeline	• AANA State Law and Practice • Application for Clinical Privileges • Continued Competency
Finance, Accounting & Payroll Administration	• Pro forma development • Establish accounting processes and procedures (e.g., cash or accrual accounting) • Determine pay periods. • Initial capital contribution. (approximately 6-months of expenses as operating capital) • How to process taxes (e.g., payroll, quarterly estimates, local taxes)	• Proforma Elements*
Human Resources	• Staffing model to be used. Proposal may discuss various practice model options, such as the Efficiency-driven Anesthesia Modeling. • Full time employees required to meet staffing needs	• Application for Network Provider Participation • Value Calculator* • Efficiency-driven Anesthesia Modeling Toolkit

	• Account of time off coverage • Process and timeline for recruiting new anesthesia providers. • Will you hire W2 employees or 1099 independent contractors? • Develop employment agreement and service agreement. • Are you or your group subject to any non-compete agreements? • Staff training, including nursing staff and surgeon/proceduralist regarding anesthesia procedures and policies. • Establish criteria for facility resource allocation (e.g., PACU staffing) • Anesthesia provider orientation/on-boarding process	

Clinical Items	• Review and/or establish anesthesia policies and procedures.
	• Verify that the facility has requisite equipment, supplies and medications. Establish capital equipment needs with the facility.
	• Patient Population/Patient Selection Criteria
	   • Evaluation of patient selection criteria
	   • Review appropriateness of procedures (e.g., double procedures)
	• Rescue drugs and emergency protocols
	• ACLS training for nursing staff
	• Review accreditation standards and requirements
		• Standards for Nurse Anesthesia Practice
		• Office Based Anesthesia Position Statement
		• Malignant Hyperthermia Crisis Preparedness and Treatment Position Statement
		• Malignant Hyperthermia Crisis Policy Template*
		• Infection Prevention and Control Guidelines for Anesthesia Care
		• Safe Injection Guidelines for Needle and Syringe Use
		• AANA Professional Practice Documents

Information Technology	• Anesthesia record / documentation • Security of patient demographic and insurance information • Transmission of data to revenue cycle management vendor/billing office • Provider scheduling software • Secure communication (e.g., encrypted text, encrypted email, etc.)	• Documenting Anesthesia Care

Quality Improvement	• Communication process between your/your group and facility administration regarding anesthesia services.
	• Integration of anesthesia into facility's QAPI program
	• Identify which PQRS / Quality indicators are applicable.
	• Anesthesia peer review process
	• Describe how CRNAs can add value (e.g., examine impact on case volume, capacity, and revenue, etc.).
	• Discuss clinical studies that can be done to support practice (e.g., review of patient selection criteria, such as BMI, physical status, comorbidities).
	• Considerations for increasing patient volume or attracting new referrals to facility.
	• Process for incident reporting
	• Process to address concerns with individual practitioners.
		• AANA Quality and Reimbursement
		• AANA Research and Quality
		   • research@aana.com
		   • 847-655-1170

Implementation Plan	• How will you/your group transition to providing anesthesia services?
	• Timeline
	   • Major tasks
	   • Responsible parties	

Member Login Required

DISCLAIMER
This template is designed to be used as a guide for policy development. Each individual facility is responsible for and determines the level of detail and applicability. Identify any gaps between this template policy and your practice and carefully consider any unintended consequences. This information is provided as a service to our members and does not constitute legal advice. Federal, state, and local law and regulations should be consulted. Each individual utilizing this resource should consult with legal counsel in his or her state (or the State in which you intend to practice) to be properly advised on any laws or regulations governing his or her business practices.

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